



AN AASIS TRAINING GUIDE

Reporting from AASIS with Microsoft tools



**FILE ALREADY SAVED IN
(Preferred)
SLIDE VIEW**



Table of Contents

TITLE	DESCRIPTION	PAGE NUMBER
OBJECTIVES	LISTING OF COURSE OBJECTIVES	4
DOWNLOADING REPORTS TO MICROSOFT ACCESS	DISCUSSION AND DEMONSTRATION OF REPORT IMPORTATION AND JOINING OPTIONS USING MICROSOFT ACCESS	5 --- 64
USING AASIS WITH MICROSOFT EXCEL	DISCUSSION AND DEMONSTRATION OF REPORT IMPORTATION AND DATA MANIPULATION OPTIONS USING MICROSOFT EXCEL	65 --- 94
HOW TO ADD TWO AASIS REPORTS INTO THE SAME SPREADSHEET	DISCUSSION AND DEMONSTRATION	95 --- 105
OFFICE INTEGRATION	BRINGING REPORTS WITH DRILL-DOWN CAPABILITY INTO MICROSOFT EXCEL	106 --- 114

Course Objectives

- Learn to join import AASIS reports into Microsoft Access and Microsoft Excel.
- Learn to join different reports into one report.
- Learn to create a table that contains fields from several different reports.

Downloading reports to Microsoft Access enables you to join reports

- You can create a table that has fields from several different reports
- To join reports, they must have a common field
- Many AASIS reports have common fields for document numbers, vendor numbers, cost elements, etc.

The first step is to run the AASIS reports

- In this example, the user has a list of payments from the GD20 report.
- The user wants to know what vendor these payments went to.
- The GD20 report has the vendor number, but not the vendor name.

The solution is to join the GD20 report with a list of AASIS vendors

- First, run the GD20 report, add a variant for the vendor number and sort by vendor number
- Enter that range of vendors into a vendor display report
- Download both reports into Microsoft Access and create a new table with the GD20 information combined with the vendor names from the vendor table.

First, run the GD20 report



Program Edit Goto System Help


SAP

Select Line Item: Selection Ledger Z1

Record type	0	to		
Version		to		
Fiscal year	2002	to		
Company code	ARK	to		
Account number		to		
Business area	0513	to		
Functional area		to		
Cost center	353210	to		
Fund		to		
Order		to		
WBS element		to		
Stat. key figure		to		
Funds center		to		
Fund type		to		
Commitment item	502:00:02	to		

PRD (1) (100) sapap02 OVR

In this example, the selection is for the GD20 report for agency 0513 and cost center 353210 for commitment item 502:00:02. Scrolling down, we also selected period 10 to 10 to retrieve one month's worth of data.



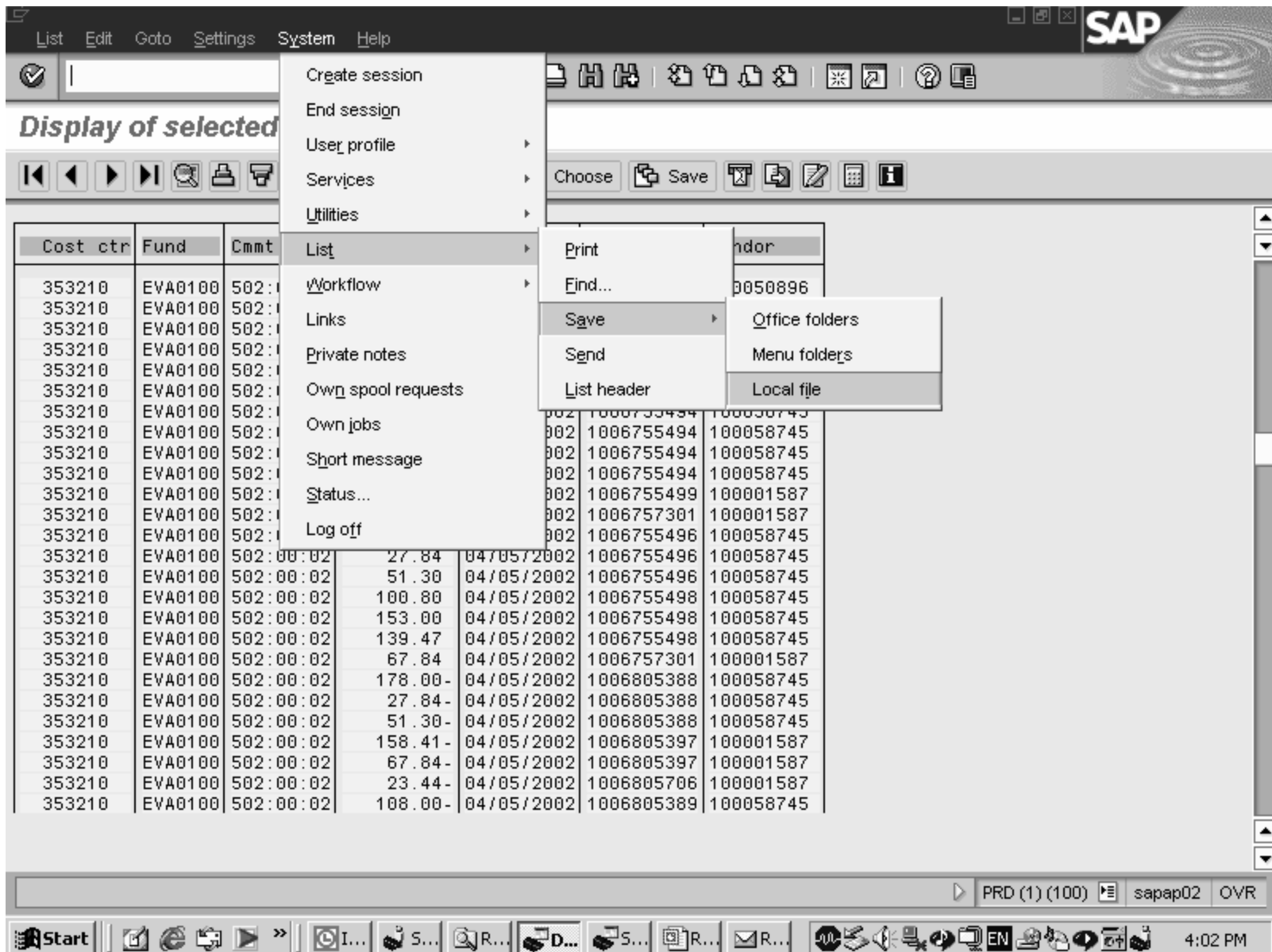
List Edit Goto Settings System Help

Display of selected line items

Cost ctr	Fund	Cmnt item	Trans.cur.	Pstg date	Doc.no.	Vendor
353210	EVA0100	502:00:02	2.00	04/29/2002	1007331953	100050896
353210	EVA0100	502:00:02	32.64	04/01/2002	1006332235	100058745
353210	EVA0100	502:00:02	27.84	04/01/2002	1006332235	100058745
353210	EVA0100	502:00:02	29.86	04/03/2002	1006544430	100009530
353210	EVA0100	502:00:02	108.00	04/05/2002	1006755497	100058745
353210	EVA0100	502:00:02	181.20	04/05/2002	1006755497	100058745
353210	EVA0100	502:00:02	92.00	04/05/2002	1006755494	100058745
353210	EVA0100	502:00:02	89.84	04/05/2002	1006755494	100058745
353210	EVA0100	502:00:02	45.00	04/05/2002	1006755494	100058745
353210	EVA0100	502:00:02	20.40	04/05/2002	1006755494	100058745
353210	EVA0100	502:00:02	23.44	04/05/2002	1006755499	100001587
353210	EVA0100	502:00:02	158.41	04/05/2002	1006757301	100001587
353210	EVA0100	502:00:02	178.00	04/05/2002	1006755496	100058745
353210	EVA0100	502:00:02	27.84	04/05/2002	1006755496	100058745
353210	EVA0100	502:00:02	51.30	04/05/2002	1006755496	100058745
353210	EVA0100	502:00:02	100.80	04/05/2002	1006755498	100058745
353210	EVA0100	502:00:02	153.00	04/05/2002	1006755498	100058745
353210	EVA0100	502:00:02	139.47	04/05/2002	1006755498	100058745
353210	EVA0100	502:00:02	67.84	04/05/2002	1006757301	100001587

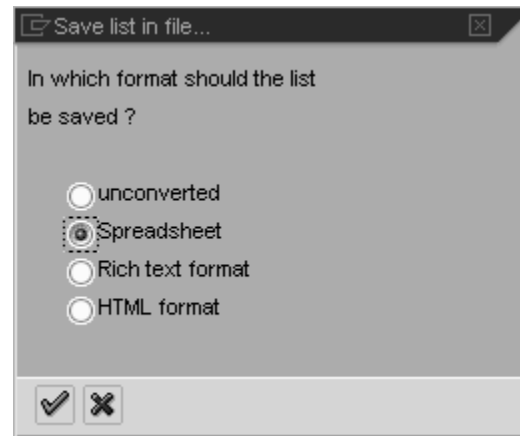
Using variants, unwanted columns were eliminated from the report and the vendor column was added. From the menu choose System > List > Save > Local File

Display variant copied PRD (1) (100) sapap02 OVR

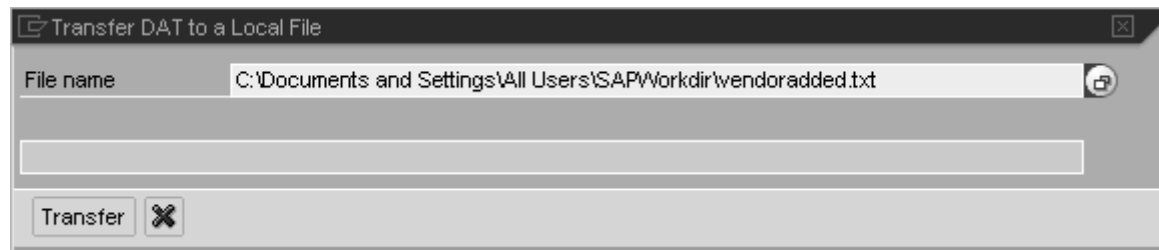


The screenshot shows the SAP software interface. At the top, there is a menu bar with options: List, Edit, Goto, Settings, System, and Help. Below the menu bar, there is a toolbar with various icons. The main window displays a table with the following columns: Cost ctr, Fund, Cmnt, and several data columns. The table contains multiple rows of data, including cost center numbers, fund codes, and dates. A context menu is open over the table, showing options such as Create session, End session, User profile, Services, Utilities, List, Workflow, Links, Private notes, Own spool requests, Own jobs, Short message, Status..., Log off, Print, Find..., Save, Send, and List header. The 'Save' option is highlighted, and a sub-menu is open showing options: Office folders, Menu folders, and Local file. The bottom of the screen shows a Windows taskbar with the Start button and several open applications, including Internet Explorer, Outlook, and SAP. The system clock indicates 4:02 PM.

Cost ctr	Fund	Cmnt					
353210	EVA0100	502:00:02	27.84	04/05/2002	1006755496	100058745	
353210	EVA0100	502:00:02	51.30	04/05/2002	1006755496	100058745	
353210	EVA0100	502:00:02	100.80	04/05/2002	1006755498	100058745	
353210	EVA0100	502:00:02	153.00	04/05/2002	1006755498	100058745	
353210	EVA0100	502:00:02	139.47	04/05/2002	1006755498	100058745	
353210	EVA0100	502:00:02	67.84	04/05/2002	1006757301	100001587	
353210	EVA0100	502:00:02	178.00	04/05/2002	1006805388	100058745	
353210	EVA0100	502:00:02	27.84	04/05/2002	1006805388	100058745	
353210	EVA0100	502:00:02	51.30	04/05/2002	1006805388	100058745	
353210	EVA0100	502:00:02	158.41	04/05/2002	1006805397	100001587	
353210	EVA0100	502:00:02	67.84	04/05/2002	1006805397	100001587	
353210	EVA0100	502:00:02	23.44	04/05/2002	1006805706	100001587	
353210	EVA0100	502:00:02	108.00	04/05/2002	1006805389	100058745	



Choose the spreadsheet option and click the green check.



Give the file a name that ends with .txt to save as a delimited text file. Click transfer.

Transfer

Next, run the vendor report
S_ALR_87012087



List of vendor addresses

Vendor selection

Vendor account 100000097 to 100074058

Selection using search help

Search help ID

Search string

Complex search help

Program selections

☐ Decimal comma instead of decim

Further processing options

☒ No further processing

☐ Display as table

☐ Graphics

☐ ABC analysis

☐ Executive Info System (EIS)

☐ File store

☐ Save with ID

☐ Interactive list

☐ Word processing

☐ Spreadsheet

The account numbers were selected by taking the smallest and largest vendor account number contained on the GD20 report. Warning: Vendor tables are very large. You may want to limit this by dynamic selection or run the report twice with each containing half the vendors.

Click Execute to run the report.

PRD (1) (100) sapap01 OVR

List of vendor addresses

Vendor Location	Name 1	Street name	Ctr	Postal cod
100062998	MAGEE SYBILLE ELLEZELLES	STATE OF ARKANSAS, E BE	0000	
Number of country keys BE			1	*
				*
100006165	VANNUCI, JOSE WOLFANGO MONTES PELOTAS	SENADOR MEMDOMCA 113 BR	960152000	
Number of country keys BR			1	*
				*
100071440	GILBER, KENNETH BEVERLY QUEBEC	36 HOPEDALE AVENUE	CA	
100070555	HUMMINGBIRD LTD NORTH YORK	1 SPARKS AVENUE	CA	
100067702	ILCO UNICAN MONTREAL	7301 DECARIE BLVD	CA	
100069025	MARGO SUPPLIES INC HIGH RIVER			
100072893	PETER GANNON VICTORIA			
100060521	RANSFORD, THOMAS J. QUEBEC CITY			
100061297	SPECIALTY TECHNICAL PUBLISH NORTH VANCOUVER			
100060129	WALDALE MANUFACTURING LIMITED	17 Tantramar Crescen	CA B4H 4J6	

The report comes up looking like this. Next, click the icon to display as table.

PRD (1) (100) sapap01 OVR

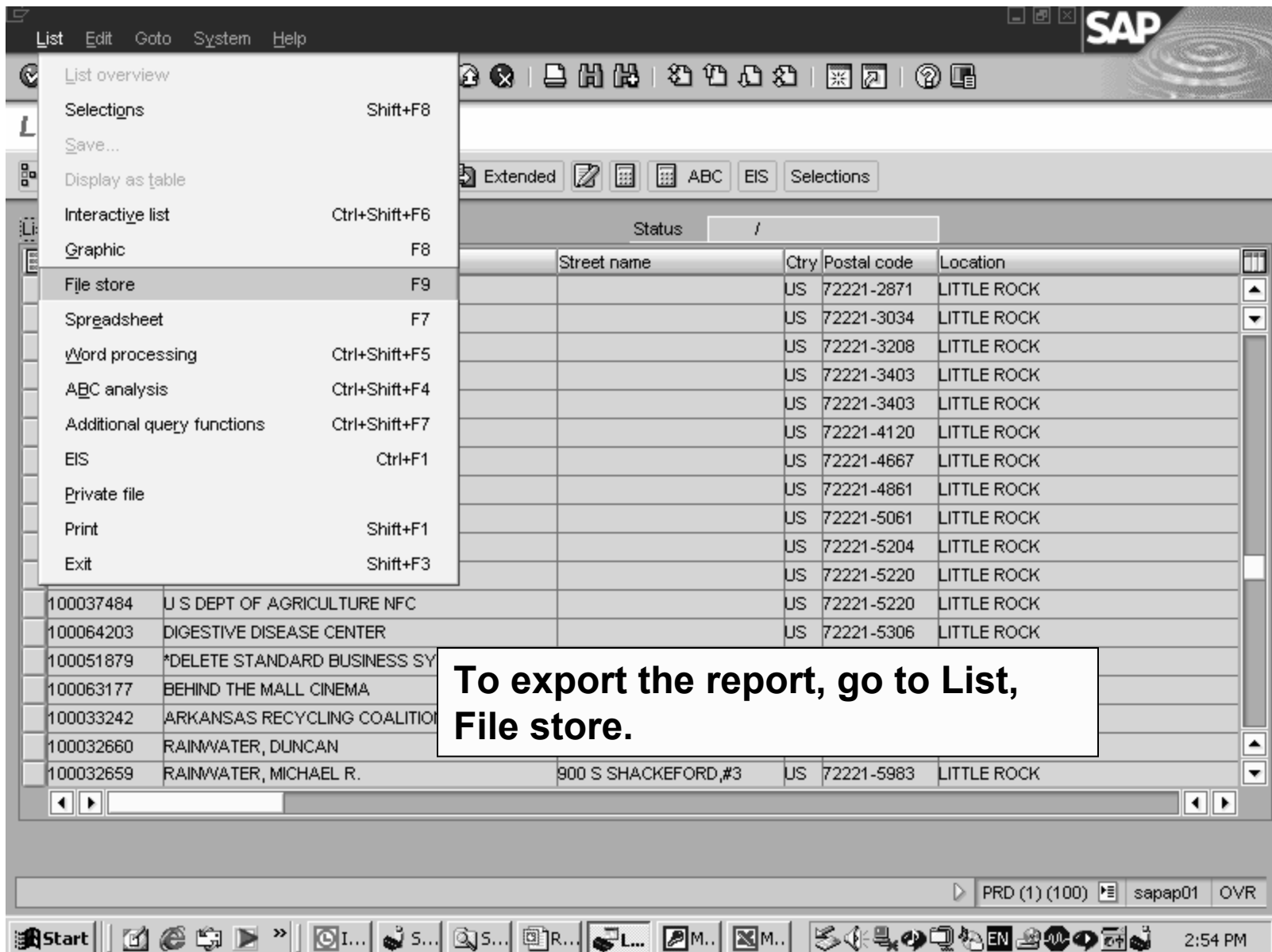
List of vendor addresses

Status /

Vendor	Name 1	Street name	Ctry	Postal code	Location
100062998	MAGEE SYBILLE	STATE OF ARKANSAS, E	BE	0000	ELLEZELLES
100006165	VANNUCI, JOSE WOLFANGO MONTES	SENADOR MEMDOMCA 113	BR	960152000	PELOTAS
100071440	GILBER, KENNETH BEVERLY	36 HOPEDALE AVENUE	CA		QUEBEC
100070555	HUMMINGBIRD LTD	1 SPARKS AVENUE	CA		NORTH YORK
100067702	ILCO UNICAN	7301 DECARIE BLVD	CA		MONTREAL
100069025	MARGO SUPPLIES INC		CA		HIGH RIVER
100072893	PETER GANNON	29 CADILLAC AVENUE	CA		VICTORIA
100060521	RANSFORD, THOMAS J.	LAVAL UNIV., DEPT. O	CA		QUEBEC CITY
100061297	SPECIALTY TECHNICAL PUBLISHERS INC	#306-267 WEST ESPLAN	CA		NORTH VANCOUVER
100060129	WALDALE MANUFACTURING LIMITED	17 Tantrammar Crescen	CA	B4H 4J6	AMHERST
100068835	ABB BOMEM INC	585, BOUL, CHAREST E	CA	G1K 9H4	QUEBEC
100005785	BOULLATA, ISSA J.	3485 MCTAVISH ST	CA	H3A 1Y1	MONTREAL
100039359	MCGILL UNIVERSITY		CA		
100039354	QUANTUM BIOTECHNOLOGIES, INC		CA		
100069885	IATA FINANCE DEPARTMENT		CA		
100073058	FOLIA INDUSTRIES INC	58 YORK	CA	J0S 1H0	HUNTINGDON
100067200	RADISSON DESIGN, INC.	4701 ROUTE 117	CA	J8C 2Z8	P.Q.

PRD (1) (100) sapap01 OVR

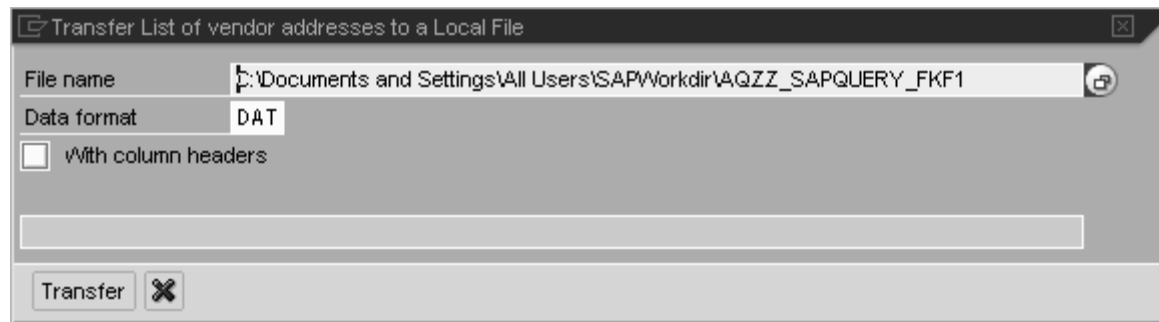
The report displayed as a table.



The screenshot shows the SAP AASIS application window. The 'List' menu is open, displaying various options including 'List overview', 'Selections', 'Save...', 'Display as table', 'Interactive list', 'Graphic', 'File store', 'Spreadsheet', 'Word processing', 'ABC analysis', 'Additional query functions', 'EIS', 'Private file', 'Print', and 'Exit'. The 'File store' option is highlighted. A text box overlay with the text 'To export the report, go to List, File store.' is positioned over the lower part of the menu and the data table.

The data table below the menu shows a list of records with columns: ID, Street name, Ctry, Postal code, and Location. The records are as follows:

ID	Street name	Ctry	Postal code	Location
100037484	U S DEPT OF AGRICULTURE NFC	US	72221-2871	LITTLE ROCK
100064203	DIGESTIVE DISEASE CENTER	US	72221-3034	LITTLE ROCK
100051879	*DELETE STANDARD BUSINESS SY	US	72221-3208	LITTLE ROCK
100063177	BEHIND THE MALL CINEMA	US	72221-3403	LITTLE ROCK
100033242	ARKANSAS RECYCLING COALITION	US	72221-3403	LITTLE ROCK
100032660	RAINWATER, DUNCAN	US	72221-4120	LITTLE ROCK
100032659	RAINWATER, MICHAEL R.	US	72221-4667	LITTLE ROCK
		US	72221-4861	LITTLE ROCK
		US	72221-5061	LITTLE ROCK
		US	72221-5204	LITTLE ROCK
		US	72221-5220	LITTLE ROCK
		US	72221-5220	LITTLE ROCK
		US	72221-5306	LITTLE ROCK
	900 S SHACKEFORD, #3	US	72221-5983	LITTLE ROCK

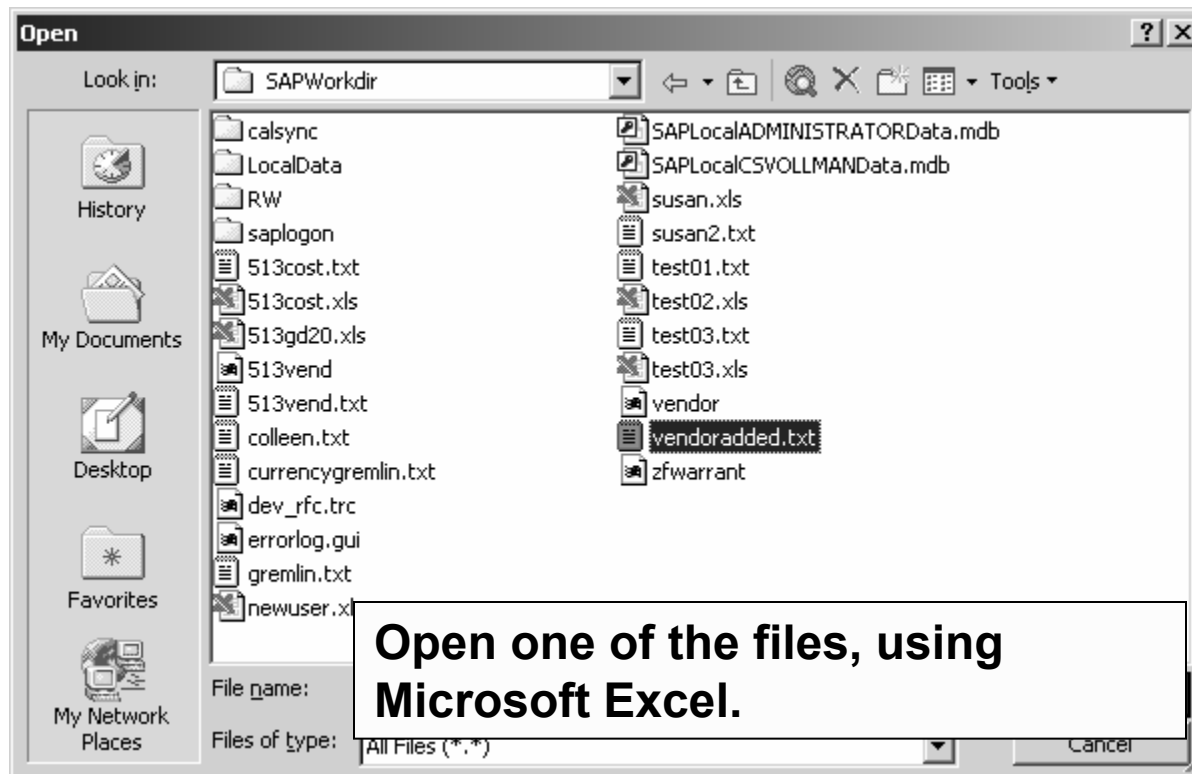


Give the file a name and Transfer

Transfer

Next, clean up the files for easy transport to
Microsoft Access





Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\Documents and Settings\All Users\SAPWorkdir\vendoradded.txt.

1	
2	Cost ctrFundCmnt itemTrans.cur.Pstg dateDoc.no.Vendor
3	
4	353210EVA0100502:00:02136.5204/29/20021007330931
5	353210EVA0100502:00:0296.2004/29/20021007330931

Cancel < Back Next > Finish

Choose the Delimited text option and click through the screens, accepting the defaults by clicking Next and Finish.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab
 ☐ Semicolon
 ☐ Comma
 ☐ Treat consecutive delimiters as one

☐ Space
 ☐ Other:

Text qualifier:

Data preview

	Cost ctr	Fund	Cmnt item	Trans.cur.	Pstg date	Doc.no
	353210	EVA0100	502:00:02	136.52	04/29/2002	100733
	353210	EVA0100	502:00:02	96.20	04/29/2002	100733

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

[Advanced...](#)

Column data format:

- ☒ General
- ☐ Text
- ☐ Date: MDY
- ☐ Do not import column (skip)

Data preview

General	General	General	General	General	General	General	General
	Cost ctr	Fund	Comm item	Trans. cur.	Postg date	Doc. no	
	353210	EVA0100	502:00:02	136.52	04/29/2002	100733	
	353210	EVA0100	502:00:02	96.20	04/29/2002	100733	

[Cancel](#) [< Back](#) [Next >](#) [Finish](#)



Microsoft Excel - vendoradded.txt

File Edit View Insert Format Tools Data Window Help

Type a question for help

Reply with Changes... End Review...

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2			Cost ctr	Fund	Cmmt item	Trans.cur.	Pstg date	Doc.no.	Vendor			
3												
4			353210	EVA0100	502:00:02	136.52	4/29/2002	1.01E+09				
5			353210	EVA0100	502:00:02	96.2	4/29/2002	1.01E+09				
6			353210	EVA0100	502:00:02	119.24	4/29/2002	1.01E+09				
7			353210	EVA0100	502:00:02	33.9	4/29/2002	1.01E+09				
8			353210	EVA0100	502:00:02	98.7	4/29/2002	1.01E+09				
9			353210	EVA0100	502:00:02	25.5	4/29/2002	1.01E+09				
10			353210	EVA0100	502:00:02	152.7	4/29/2002	1.01E+09				
11			353210	EVA0100	502:00:02	195.8	4/29/2002	1.01E+09				
12			353210	EVA0100	502:00:02	32.64	4/1/2002	1.01E+09				
13			353210	EVA0100	502:00:02	27.84	4/1/2002	1.01E+09				
14			353210	EVA0100	502:00:02	29.86	4/5/2002	1.01E+09				
15			353210	EVA0100	502:00:02	54.16	4/8/2002	1.01E+09				
16			353210	EVA0100	502:00:02	43.72	4/8/2002	1.01E+09				
17			353210	EVA0100	502:00:02	3.9	4/8/2002	1.01E+09				
18												
19												
20												
21												
22			353210	EVA0100	502:00:02	256.06	4/8/2002	1.01E+09				
23			353210	EVA0100	502:00:02	184.5	4/8/2002	1.01E+09				
24			353210	EVA0100	502:00:02	494.7	4/8/2002	1.01E+09				

Clean up the file by widening columns and eliminating unused columns and rows.

vendoradded

Ready

NUM



Microsoft Excel - vendoradded.txt

Type a question for help

File Edit View Insert Format Tools Data Window Help

Reply with Changes... End Review...

J392

	A	B	C	D	E	F	G	H	I	J	K
1	Cost ctr	Fund	Cmmt item	Trans. cur.	Pstg date	Doc.no.	Vendor				
2	353210	EVA0100	502:00:02	136.52	4/29/2002	1007330931					
3	353210	EVA0100	502:00:02	96.2	4/29/2002	1007330931					
4	353210	EVA0100	502:00:02	119.24	4/29/2002	1007330931					
5	353210	EVA0100	502:00:02	33.9	4/29/2002	1007330931					
6	353210	EVA0100	502:00:02	98.7	4/29/2002	1007330931					
7	353210	EVA0100	502:00:02	25.5	4/29/2002	1007330931					
8	353210	EVA0100	502:00:02	152.7	4/29/2002	1007330931					
9	353210	EVA0100	502:00:02	195.8	4/29/2002	1007330931					
10	353210	EVA0100	502:00:02	32.64	4/1/2002	1006332238					
11	353210	EVA0100	502:00:02	27.84	4/1/2002	1006332238					
12	353210	EVA0100	502:00:02	29.86	4/5/2002	1006775999					
13	353210	EVA0100	502:00:02	54.16	4/8/2002	1006805949					
14	353210	EVA0100	502:00:02	43.72	4/8/2002	1006805949					
15	353210	EVA0100	502:00:02	3.9	4/8/2002	1006805953					
16	353210	EVA0100	502:00:02	8.5	4/8/2002	1006805953					
17	353210	EVA0100	502:00:02	12.5	4/8/2002	1006805953					
18	353210	EVA0100	502:00:02	11	4/8/2002	1006805953					
19	353210	EVA0100	502:00:02	6	4/8/2002	1006805953					
20	353210	EVA0100	502:00:02	256.05	4/8/2002	1006805946					
21	353210	EVA0100	502:00:02	184.5	4/8/2002	1006805946					
22	353210	EVA0100	502:00:02	494.7	4/8/2002	1006805946					
23	353210	EVA0100	502:00:02	503.1	4/8/2002	1006805946					
24	353210	EVA0100	502:00:02	460	4/8/2002	1006805950					

Ready

NUM

Microsoft Excel - vendoradded.txt

File Edit View Insert Format Tools Data Window Help

Type a question for help

Ctrl+N New...
Ctrl+O Open...
Close
Ctrl+S Save
Save As...
Save as Web Page...
Search...
Web Page Preview
Page Setup...
Print Area
Print Preview
Ctrl+P Print...
Send To
1 vendoradded.txt
2 F:\Misc\time.xls
3 513vend.txt
4 513vend

	D	E	F	G	H	I	J	K
1	item	Trans. cur.	Pstg date	Doc.no.	Vendor			
2	0:02	136.52	4/29/2002	1007330931				
3	0:02	96.2	4/29/2002	1007330931				
4	0:02	119.24	4/29/2002	1007330931				
5	0:02	33.9	4/29/2002	1007330931				
6	0:02	98.7	4/29/2002	1007330931				
7	0:02	25.5	4/29/2002	1007330931				
8	0:02	152.7	4/29/2002	1007330931				
9	0:02	195.8	4/29/2002	1007330931				
10	0:02	32.64	4/1/2002	1006332238				
11	0:02	27.84	4/1/2002	1006332238				
12	0:02	29.86	4/5/2002	1006775999				
13	0:02	54.16	4/8/2002	1006805949				
14	0:02	43.72	4/8/2002	1006805949				
15	0:02	3.9	4/8/2002	1006805953				
16	0:02	8.5	4/8/2002	1006805953				
17	0:02	12.5	4/8/2002	1006805953				
18	0:02	11	4/8/2002	1006805953				
19								
20								
21								
22								
23	353210	EVA0100	502:00:02	503.1	4/8/2002	1006805946		
24	353210	EVA0100	502:00:02	460	4/8/2002	1006805950		

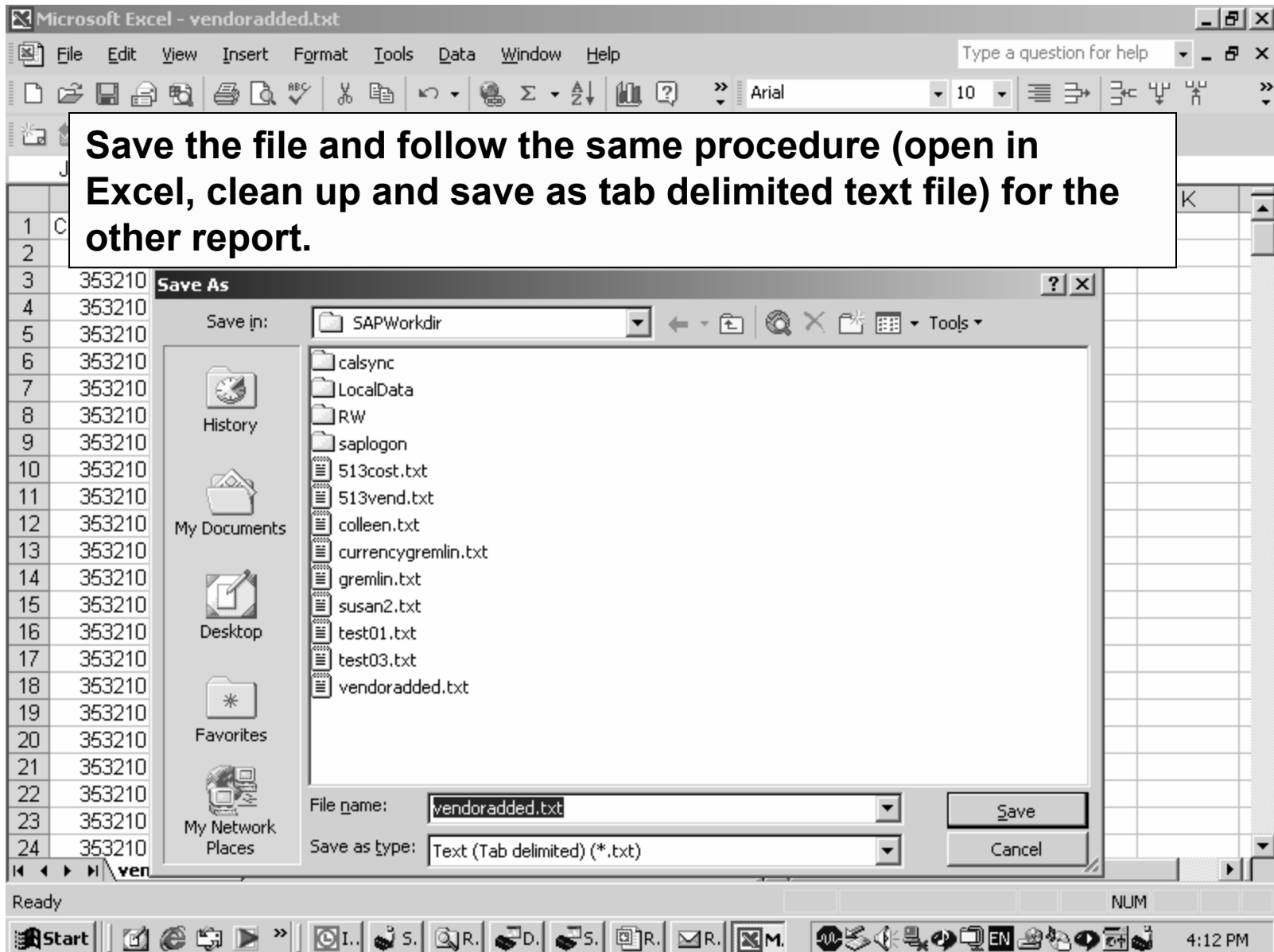
Save the file using the save as command using the Tab delimited text file type.

Ready NUM

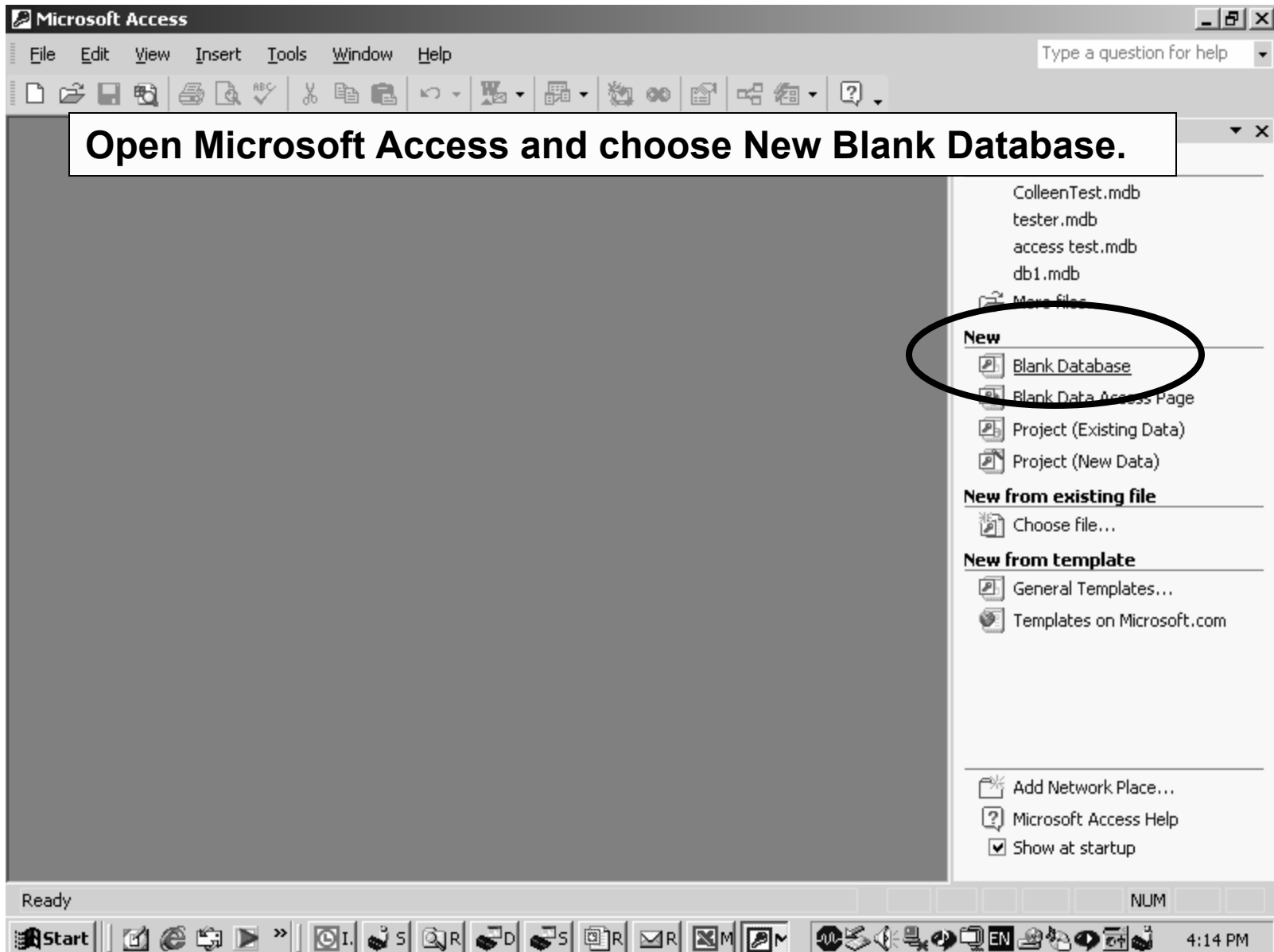
Start

4:12 PM

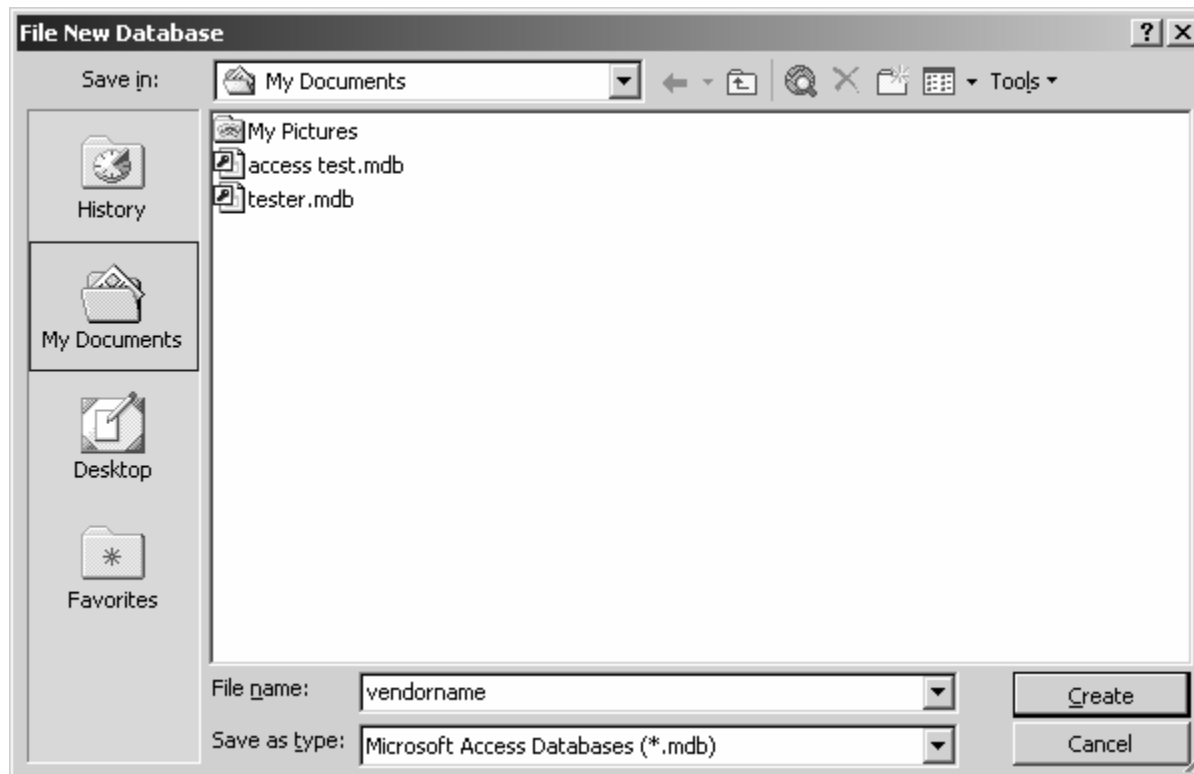
Save the file and follow the same procedure (open in Excel, clean up and save as tab delimited text file) for the other report.

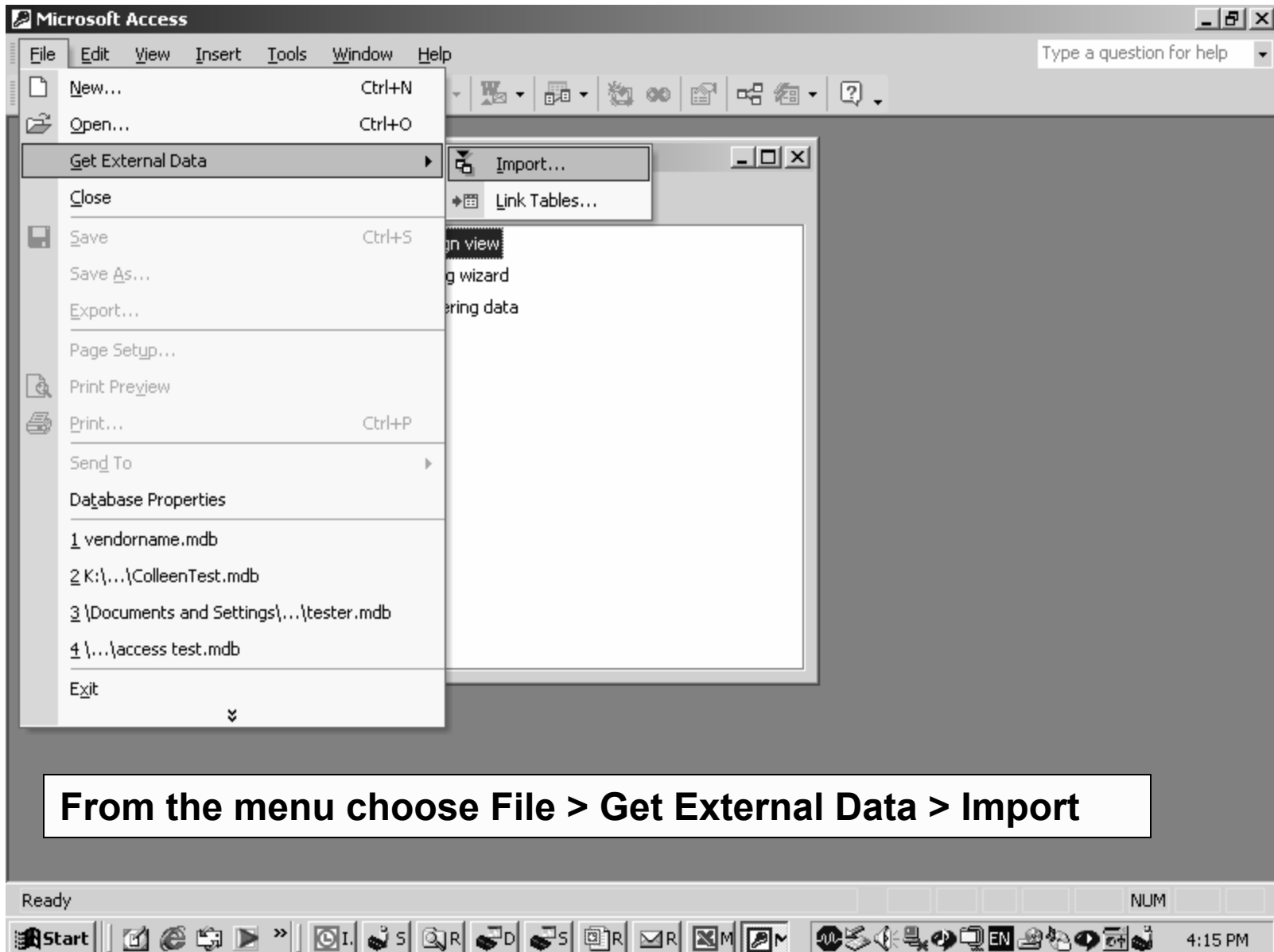


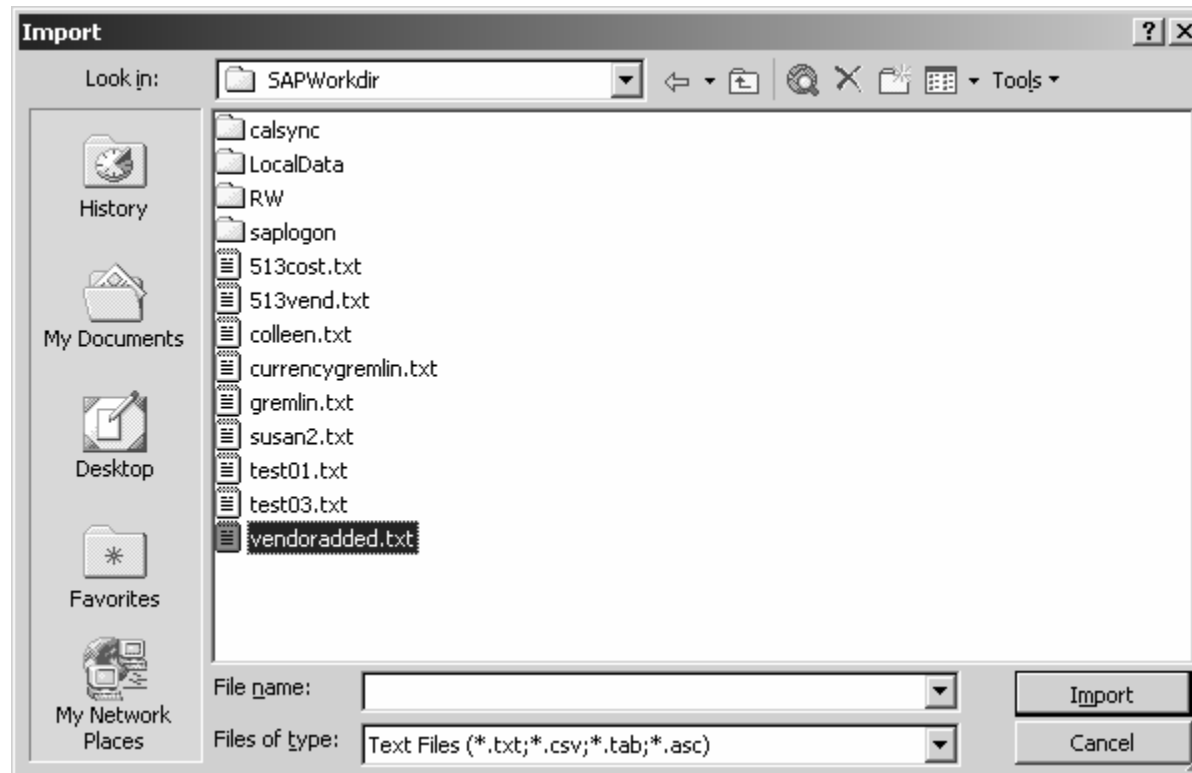
The screenshot shows the Microsoft Excel application window titled 'Microsoft Excel - vendoradded.txt'. A 'Save As' dialog box is open, displaying the 'SAPWorkdir' folder. The file list includes 'calsync', 'LocalData', 'RW', 'saplogon', '513cost.txt', '513vend.txt', 'colleen.txt', 'currencygremlin.txt', 'gremlin.txt', 'susan2.txt', 'test01.txt', 'test03.txt', and 'vendoradded.txt'. The 'File name' field is set to 'vendoradded.txt' and the 'Save as type' is 'Text (Tab delimited) (*.txt)'. The background Excel window shows a spreadsheet with data in column C, rows 1-24.



This box will pop up so you can save and name the file.







Find the file and click Import.

Import

Import Text Wizard

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

☒ Delimited - Characters such as comma or tab separate each field
☐ Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: C:\DOCUMENTS AND SETTINGS\ALL USERS\SAPWORKDIR\VENDORA

	Cost ctr	Fund	Cmnt item	Trans.cur.	Pstg date	Doc.no.
1	353210	EVA0100	502:00:02	136.52	4/29/2002	1007330931
2	353210	EVA0100	502:00:02	96.2	4/29/2002	1007330931
3	353210	EVA0100	502:00:02	119.24	4/29/2002	1007330931
4	353210	EVA0100	502:00:02	33.9	4/29/2002	1007330931
5	353210	EVA0100	502:00:02	98.7	4/29/2002	1007330931
6	353210	EVA0100	502:00:02	35	4/29/2002	1007330931

Choose Delimited and click Next.

Next >

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

☒ **Tab**
☐ Semicolon
 ☐ Comma
 ☐ Space
 ☐ Other:

☐ First Row Contains Field Names
 Text Qualifier: {none}

Cost ctr	Fund	Commt item	Trans.cur.	Pstg date	Doc.no.
353210	EVA0100	502:00:02	136.52	4/29/2002	1007330
353210	EVA0100	502:00:02	96.2	4/29/2002	1007330
353210	EVA0100	502:00:02	119.24	4/29/2002	1007330
353210	EVA0100	502:00:02	33.9	4/29/2002	1007330
353210	EVA0100	502:00:02	98.7	4/29/2002	1007330
353210	EVA0100	502:00:02	95.5	4/29/2002	1007330

Advanced...
 Cancel
 < Back
 Next >
 Finish

Choose Tab



and click Next.

Next >

Import Text Wizard

You can store your data in a new table or in an existing table.

Where would you like to store your data?

☒ In a New Table

☐ In an Existing Table:

Cost ctr	Fund	Comnt item	Trans.cur.	Pstg date	Doc.no.
353210	EVA0100	502:00:02	136.52	4/29/2002	1007330
353210	EVA0100	502:00:02	96.2	4/29/2002	1007330
353210	EVA0100	502:00:02	119.24	4/29/2002	1007330
353210	EVA0100	502:00:02	33.9	4/29/2002	1007330
353210	EVA0100	502:00:02	98.7	4/29/2002	1007330
353210	EVA0100	502:00:02	95.5	4/29/2002	1007330

Advanced... Cancel < Back Next > Finish

Choose In a New Table

☒ In a New Table

and click Next.

Next >

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

Field1	Field2	Field3	Field4	Field5	Field6
Cost ctr	Fund	Comm item	Trans.cur.	Pstg date	Doc.no.
353210	EVA0100	502:00:02	136.52	4/29/2002	1007330
353210	EVA0100	502:00:02	96.2	4/29/2002	1007330
353210	EVA0100	502:00:02	119.24	4/29/2002	1007330
353210	EVA0100	502:00:02	33.9	4/29/2002	1007330
353210	EVA0100	502:00:02	98.7	4/29/2002	1007330
353210	EVA0100	502:00:02	95.5	4/29/2002	1007330

Advanced... Cancel < Back Next > Finish

This screen allows you to change the field names. You can either change the field names here or accept the defaults and change the field names later by editing the table in Access.

Import Text Wizard

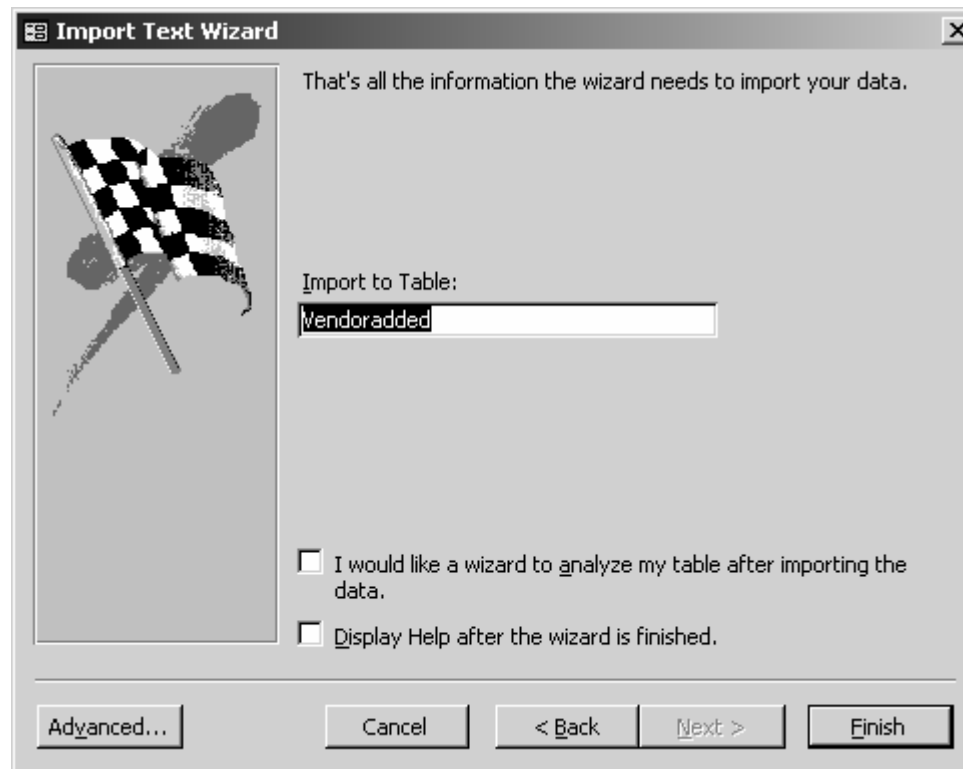
Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

☒ Let Access add primary key.
☐ Choose my own primary key.
☐ No primary key.

ID	Field1	Field2	Field3	Field4	Field5	F
1	Cost ctr	Fund	Cmnt item	Trans.cur.	Pstg date	Do
2	353210	EVA0100	502:00:02	136.52	4/29/2002	10
3	353210	EVA0100	502:00:02	96.2	4/29/2002	10
4	353210	EVA0100	502:00:02	119.24	4/29/2002	10
5	353210	EVA0100	502:00:02	33.9	4/29/2002	10
6	353210	EVA0100	502:00:02	98.7	4/29/2002	10

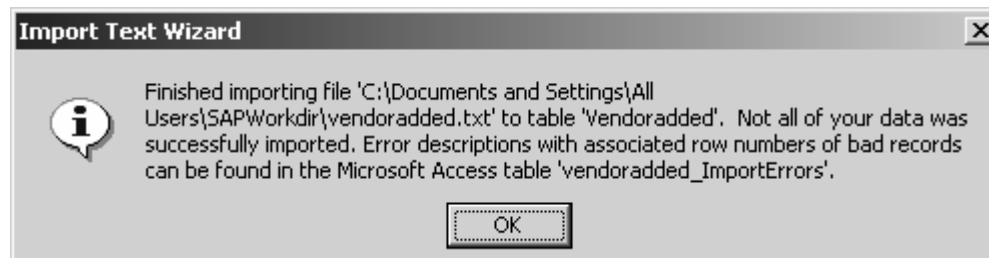
Advanced... Cancel < Back Next > Finish

This screen lets you set a primary key to identify each record in your table. In this example, we accepted the default and let Access add a primary key.

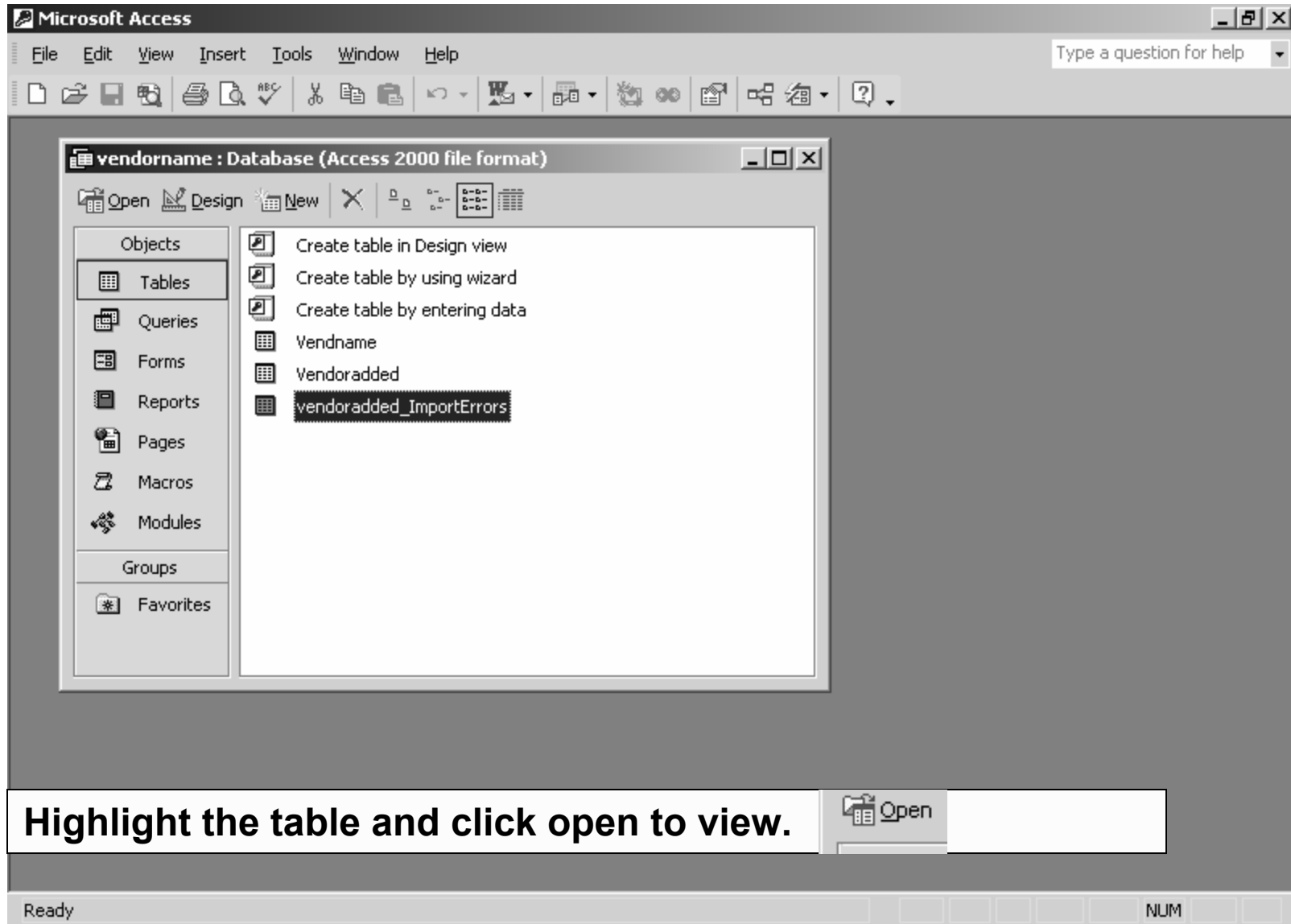


Give the table a name here and click Finish.

Finish



This message indicates that not all of the data was imported. Access creates a table with the error descriptions.



Microsoft Access

File Edit View Insert Format Records Tools Window Help

Type a question for help

vendorname : Database (Access 2000 file format)

vendoradded_ImportErrors : Table

Error	Field	Row
Type Conversion	Field1	1
Type Conversion	Field4	1
Type Conversion	Field5	1
Type Conversion	Field6	1
*		

Record: 1 of 4

Datasheet View

NUM

The conversion errors are all in row 1, which contained the table headers. This indicates that the table data was probably all imported. Close this table and open the other one to see the results.

Microsoft Access

File Edit View Insert Format Records Tools Window Help

Type a question for help

vendorname : Database (Access 2000 file format)

Vendoradded : Table

Field1	Field2	Field3	Field4	Field5	Field6	Field7
353210	EVA0100	502:00:02	7.5	4/29/2002	1007331953	100050896
353210	EVA0100	502:00:02	2	4/29/2002	1007331953	100050896
353210	EVA0100	502:00:02	32.64	4/1/2002	1006332235	100058745
353210	EVA0100	502:00:02	27.84	4/1/2002	1006332235	100058745
353210	EVA0100	502:00:02	29.86	4/3/2002	1006544430	100009530
353210	EVA0100	502:00:02	108	4/5/2002	1006755497	100058745
353210	EVA0100	502:00:02	181.2	4/5/2002	1006755497	100058745
353210	EVA0100	502:00:02	92	4/5/2002	1006755494	100058745
353210	EVA0100	502:00:02	89.84	4/5/2002	1006755494	100058745

It looks like the data was successfully imported. It will now be helpful to change the field names, since we didn't do this during the import step. Click the View icon to switch to design view.

353210	EVA0100	00:02	100.8	4/5/2002	1006755498	100058745
353210	EVA0100	502:00:02	153	4/5/2002	1006755498	100058745
353210	EVA0100	502:00:02	139.47	4/5/2002	1006755498	100058745
353210	EVA0100	502:00:02	67.84	4/5/2002	1006757301	100001587
353210	EVA0100	502:00:02	-178	4/5/2002	1006805388	100058745

Record: 1 of 406

Datasheet View

Microsoft Access

File Edit View Insert Tools Window Help

Type a question for help

vendorname : Database (Access 2000 file format)

Vendoradded : Table

Field Name	Data Type	Description
ID	AutoNumber	
Cost Center	Number	
Fund	Text	
Commitment Item	Text	
amount	Number	
Date	Date/Time	
Document	Number	
Vendor	Number	

Field Properties

General Lookup

Field Size: Long Integer

Format:

Decimal Places: Auto

Input Mask:

Caption:

Default Value:

Validation Rule:

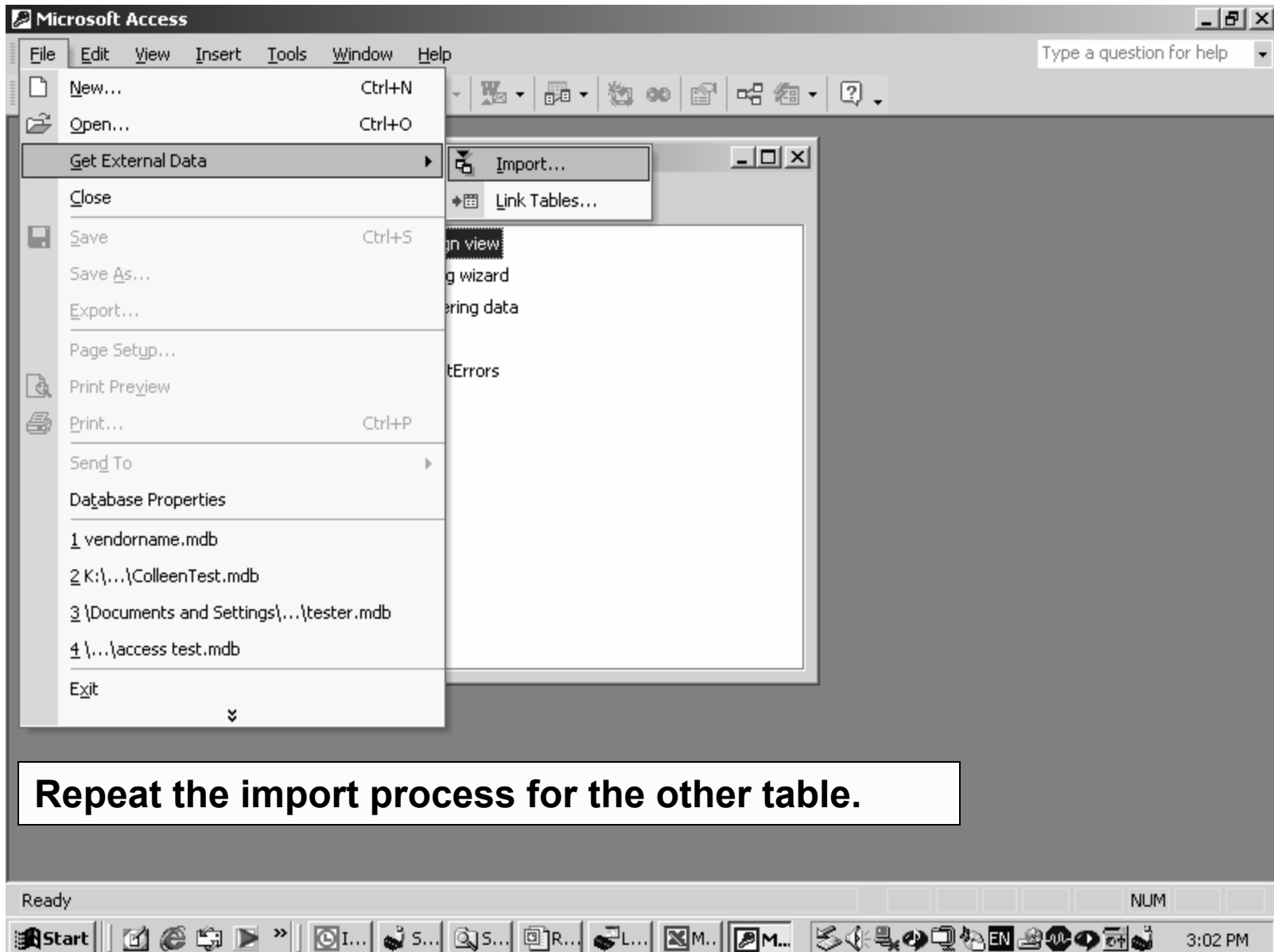
Validation Text:

A field name can be up to 64 characters long, including spaces. Press F1 for help on field names.

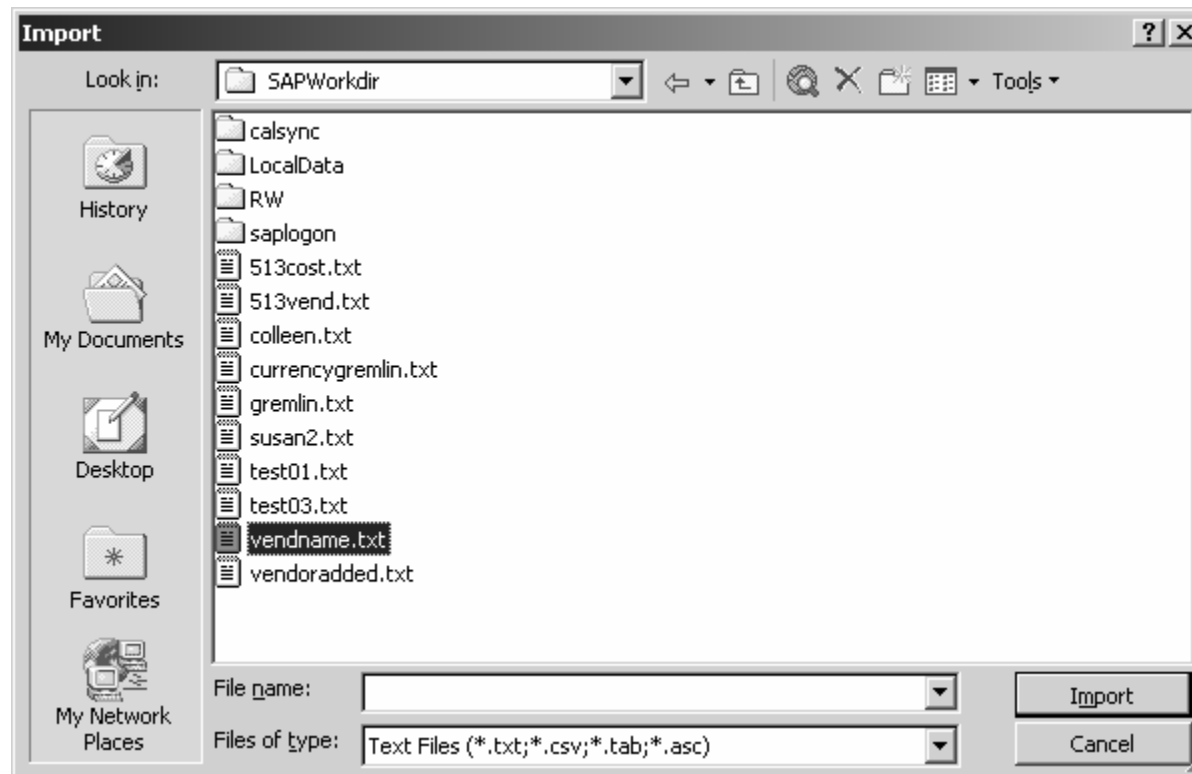
**Edit the Field Names and Data Types as desired.
When you have finished editing the table, save
and close it.**

Design view. F6 = Switch panes. F1 = Help.

NUM



Repeat the import process for the other table.



Import Text Wizard

Your data seems to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

☒ Delimited - Characters such as comma or tab separate each field
☐ Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: C:\DOCUMENTS AND SETTINGS\ALL USERS\SAPWORKDIR\VENDNAM

1	100067251	ARNELL WILLIS	US	HELENA
2	100067221	BOBBY L GLOVER	US	CARLISLE
3	100061479	"BOURGEOIS, S. BETH"	3814	NITAWOOD DR US
4	100061385	"BROWN, DONNA"	125	GREGORY US FORREST CIT
5	100067206	CECILE BLEDSOE	US	ROGERS
6	100067250	CHANEY TAYLOR JR	US	BATESVILLE
7	100061405	CHUNK HILL	151	LAFAYETTE DR US

Import Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

☒ Tab
 ☐ Semicolon
 ☐ Comma
 ☐ Space
 ☐ Other:

☐ First Row Contains Field Names
 Text Qualifier: {none}

100067251	ARNELL WILLIS	
100067221	BOBBY L GLOVER	
100061479	"BOURGEOIS, S. BETH"	3814 NITAWC
100061385	"BROWN, DONNA"	125 GREGORY
100067206	CECILE BLEDSOE	
100067250	CHANEY TAYLOR JR	
100061485	CHUM HILL	451 LARAY

Advanced...
 Cancel
 < Back
 Next >
 Finish

Import Text Wizard

You can store your data in a new table or in an existing table.

Where would you like to store your data?

☒ In a New Table

☐ In an Existing Table:

100067251	ARNELL WILLIS	
100067221	BOBBY L GLOVER	
100061479	"BOURGEOIS, S. BETH"	3814 NITAWC
100061385	"BROWN, DONNA"	125 GREGORY
100067206	CECILE BLEDSOE	
100067250	CHANEY TAYLOR JR	
100061485	CHUM HILL	451 LAFAYETTE

Advanced... Cancel < Back Next > Finish

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

vendor num	Field2	Field3
100067251	ARNELL WILLIS	
100067221	BOBBY L GLOVER	
100061479	"BOURGEOIS, S. BETH"	3814 NITAWC
100061385	"BROWN, DONNA"	125 GREGORY
100067206	CECILE BLEDSOE	
100067250	CHANEY TAYLOR JR	
100061485	CHUNK HILL	451 LAFAYETTE

Advanced... Cancel < Back Next > Finish

In this example, we'll change the field names during the import process.

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

vendor num	vendname	Field3
100067251	ARNELL WILLIS	
100067221	BOBBY L GLOVER	
100061479	"BOURGEOIS, S. BETH"	3814 NITAWC
100061385	"BROWN, DONNA"	125 GREGORY
100067206	CECILE BLEDSOE	
100067250	CHANEY TAYLOR JR	
100061485	CHUNE WILLI	451 LARAYE

Advanced... Cancel < Back Next > Finish

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

vendname	vendaddress	Field5	Field6
		US	HELENA
		US	CARLISLE
	3814 NITAWOOD DR	US	LITTLE ROCK
	125 GREGORY	US	FORREST CITY
		US	ROGERS
		US	BATESVILLE
	451 LARAMETER DRIVE	US	OAK RIDGE

Advanced... Cancel < Back Next > Finish

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

vendname	vendaddress	country	Field6
		US	HELENA
		US	CARLISLE
	3814 NITAWOOD DR	US	LITTLE ROCK
	125 GREGORY	US	FORREST CITY
		US	ROGERS
		US	BATESVILLE
	451 LAFAYETTE DRIVE #110	US	OAK RIDGE

Advanced... Cancel < Back Next > Finish

Import Text Wizard

You can specify information about each of the fields you are importing. Select fields in the area below. You can then modify field information in the 'Field Options' area.

Field Options

Field Name: Data Type:

Indexed: ☐ Do not import field (Skip)

vendname	vendaddress	country	town
		US	HELENA
		US	CARLISLE
	3814 NITAWOOD DR	US	LITTLE ROCK
	125 GREGORY	US	FORREST CITY
		US	ROGERS
		US	BATESVILLE
	451 LAFAYETTE DRIVE #110	US	SAK RIDGE

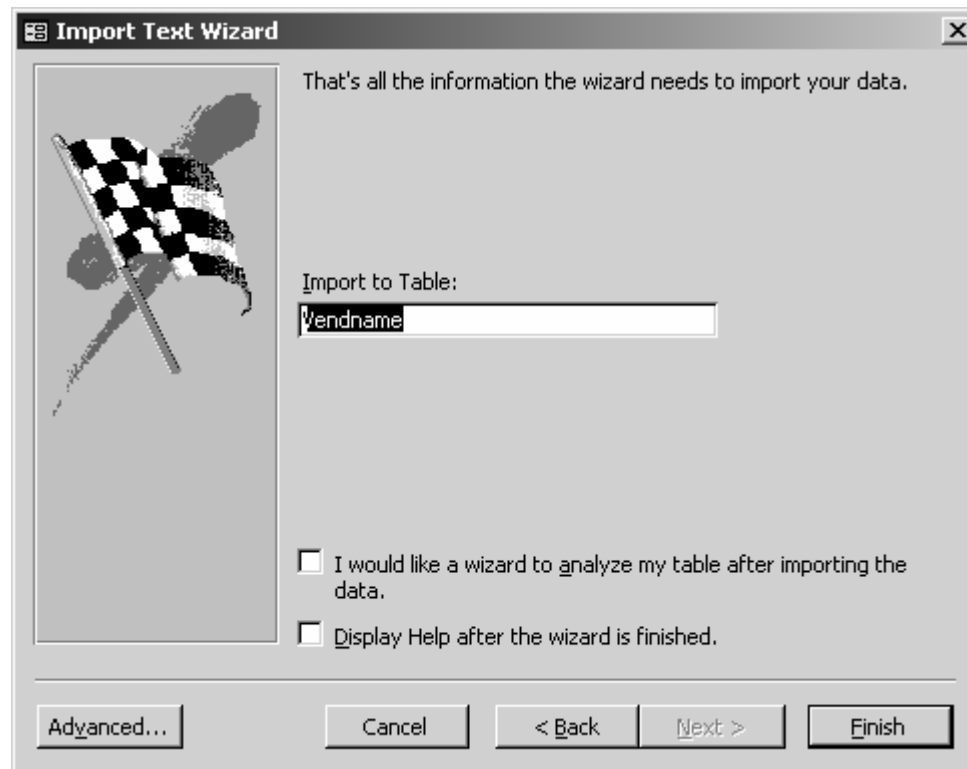
Advanced... Cancel < Back Next > Finish

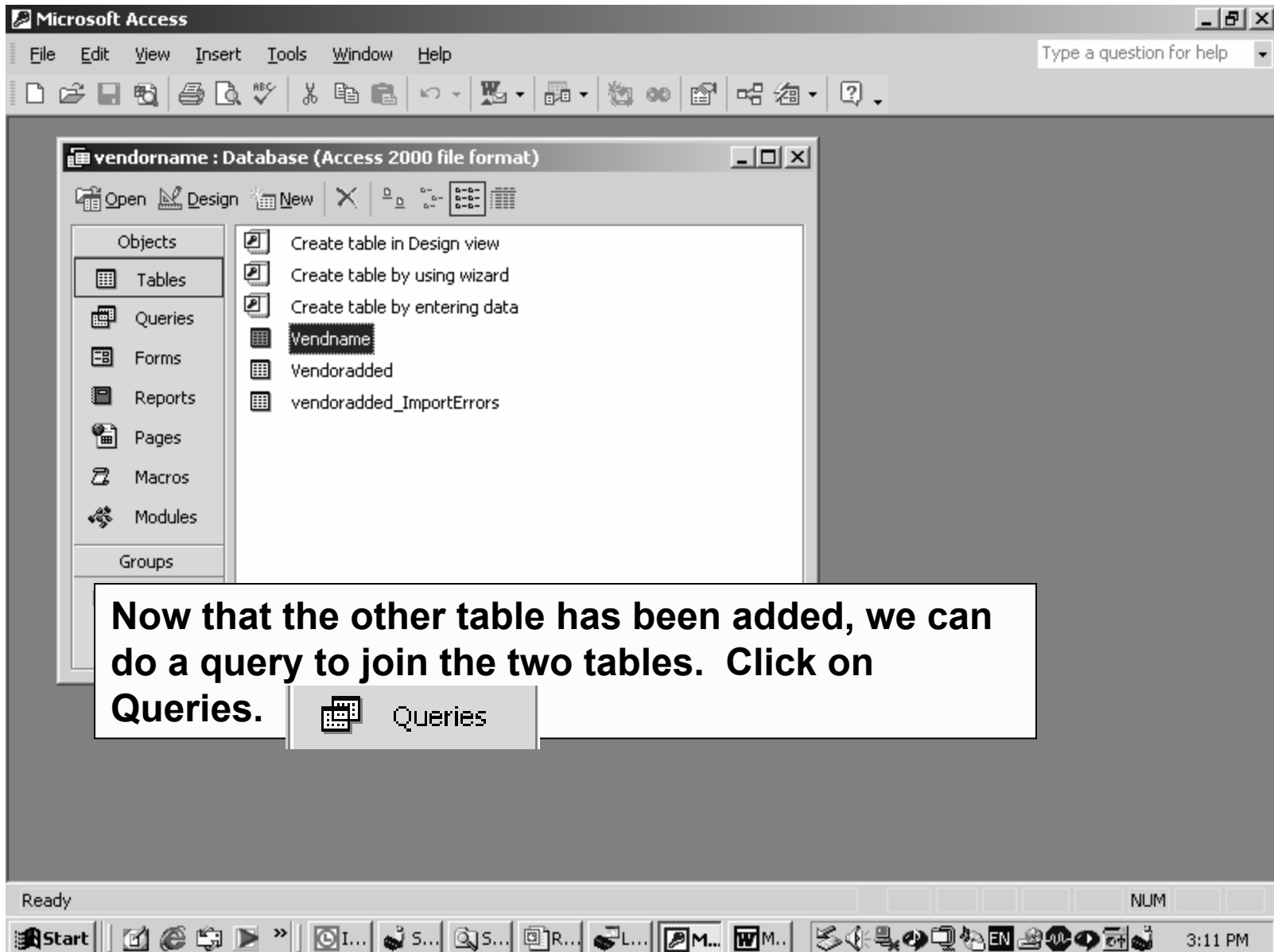
Import Text Wizard

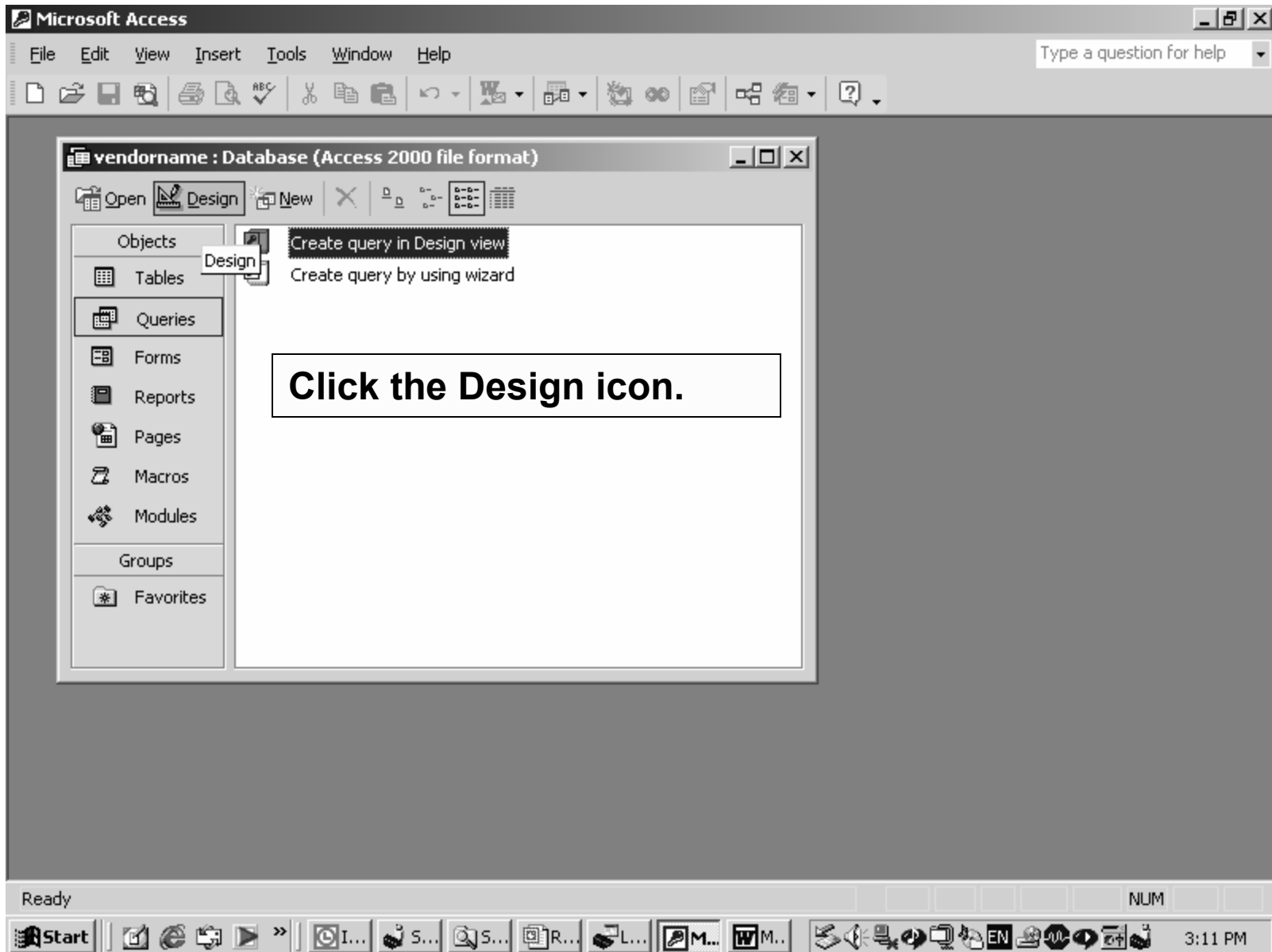
Microsoft Access recommends that you define a primary key for your new table. A primary key is used to uniquely identify each record in your table. It allows you to retrieve data more quickly.

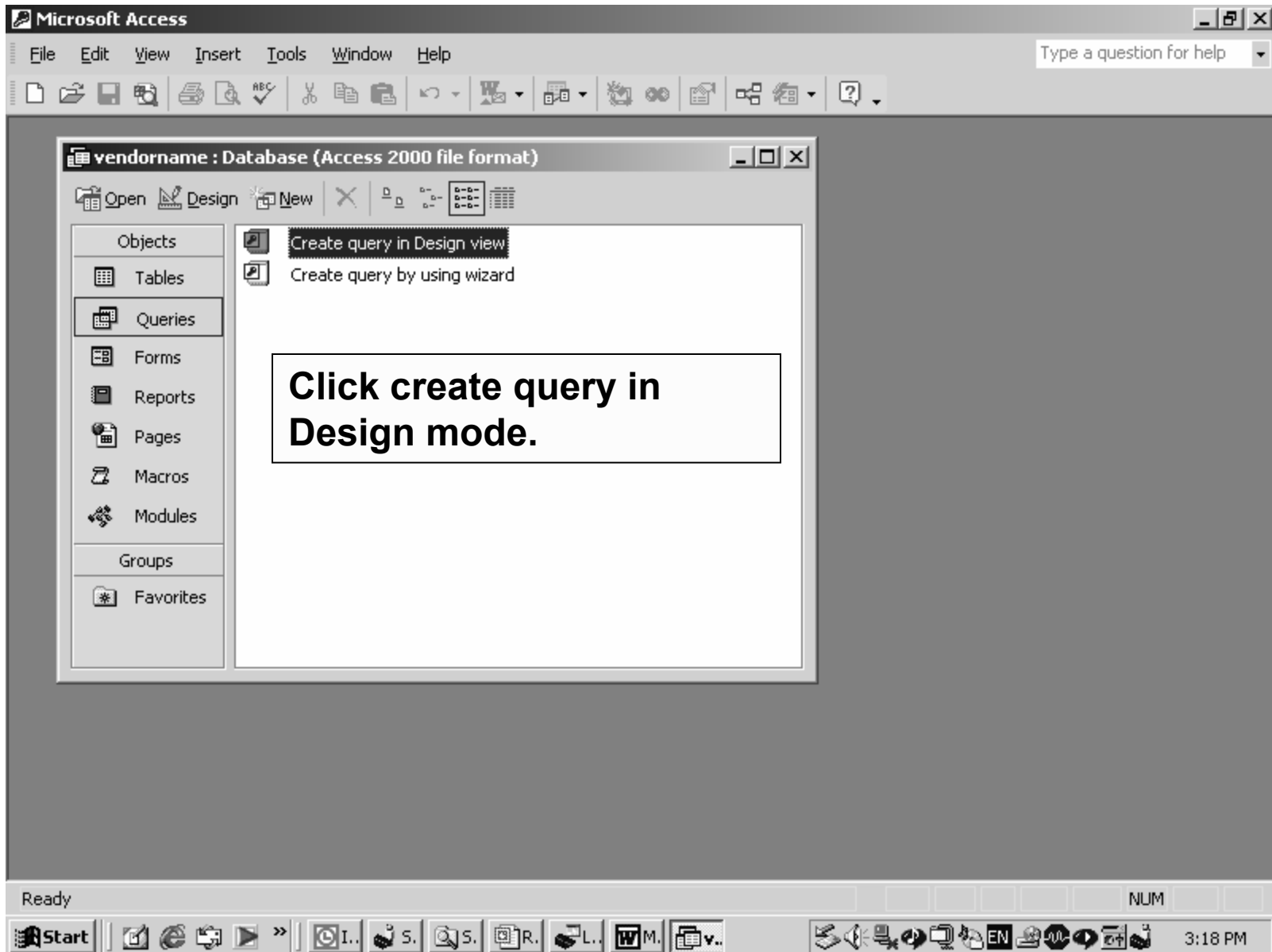
☒ Let Access add primary key.
☐ Choose my own primary key.
☐ No primary key.

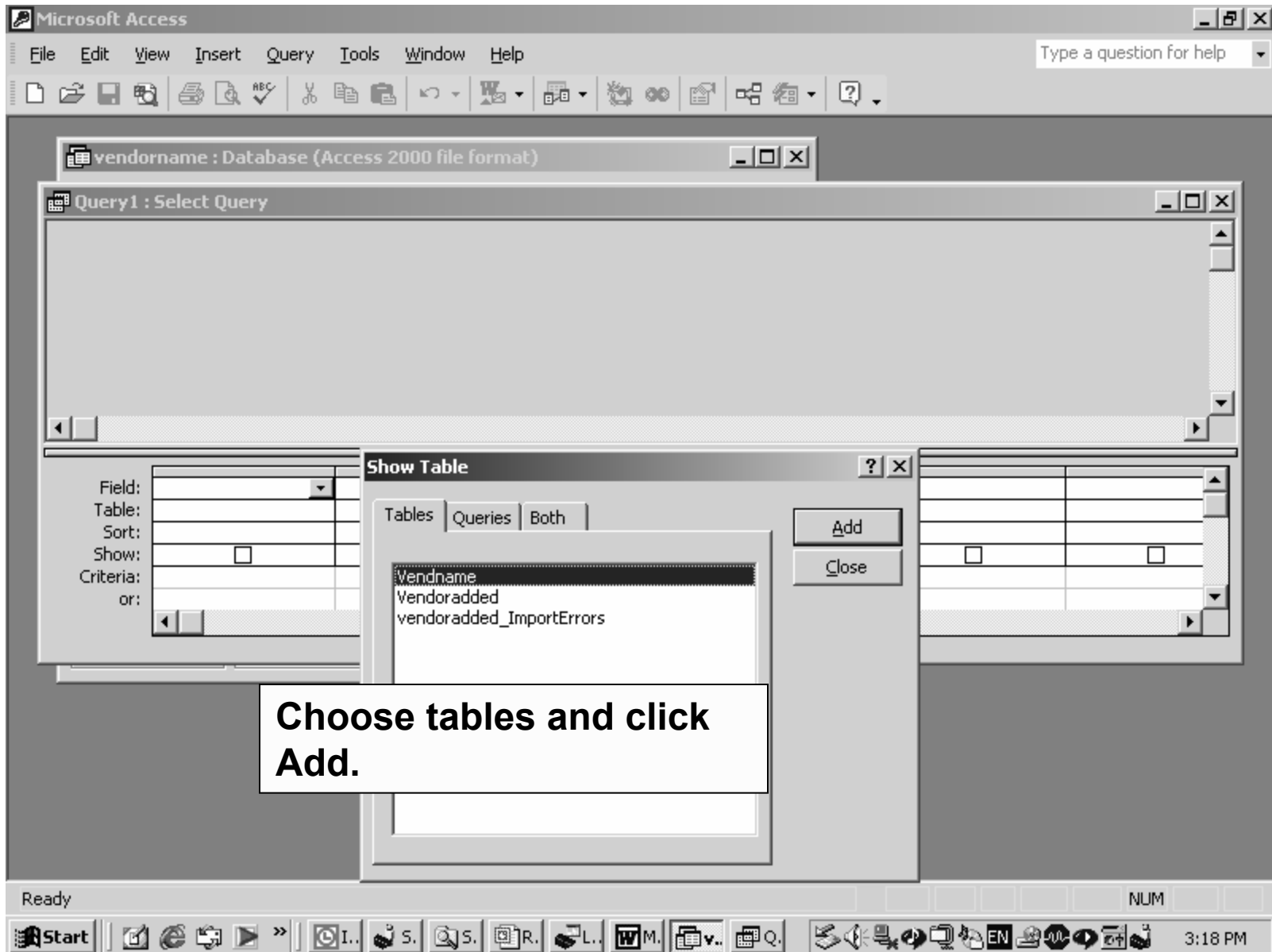
ID	vendor num	vendname	venda
1	100067251	ARNELL WILLIS	
2	100067221	BOBBY L GLOVER	
3	100061479	"BOURGEOIS, S. BETH"	3814 M
4	100061385	"BROWN, DONNA"	125 GP
5	100067206	CECILE BLEDSOE	
6	100067250	CHANEY TAYLOR JR	
7	100061485	CHUM HILL	151 J











Microsoft Access

File Edit View Insert Query Tools Window Help

Type a question for help

vendorname : Database (Access 2000 file format)

Query1 : Select Query

Vendoradded

- *
- ID
- Cost Center
- Fund
- Commitment I

Vendname

- *
- ID
- vendor number
- vendname
- vendaddress

Field:						
Table:						
Sort:						
Show:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:						
or:						

Select the fields you want to see from the tables and drag them down to the query field line.

Ready

NUM

Start

3:19 PM

Microsoft Access

File Edit View Insert Query Tools Window Help

Type a question for help

vendorname : Database (Access 2000 file format)

Query1 : Select Query

Vendoradded

Fund
Commitment I
amount
Date
Document

Vendname

*
ID
vendor numbe
vendname
vendaddress

Field:	Date	Cost Center	Fund	Commitment Item	amount	vendname
Table:	Vendoradded	Vendoradded	Vendoradded	Vendoradded	Vendoradded	Vendname
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						
or:						

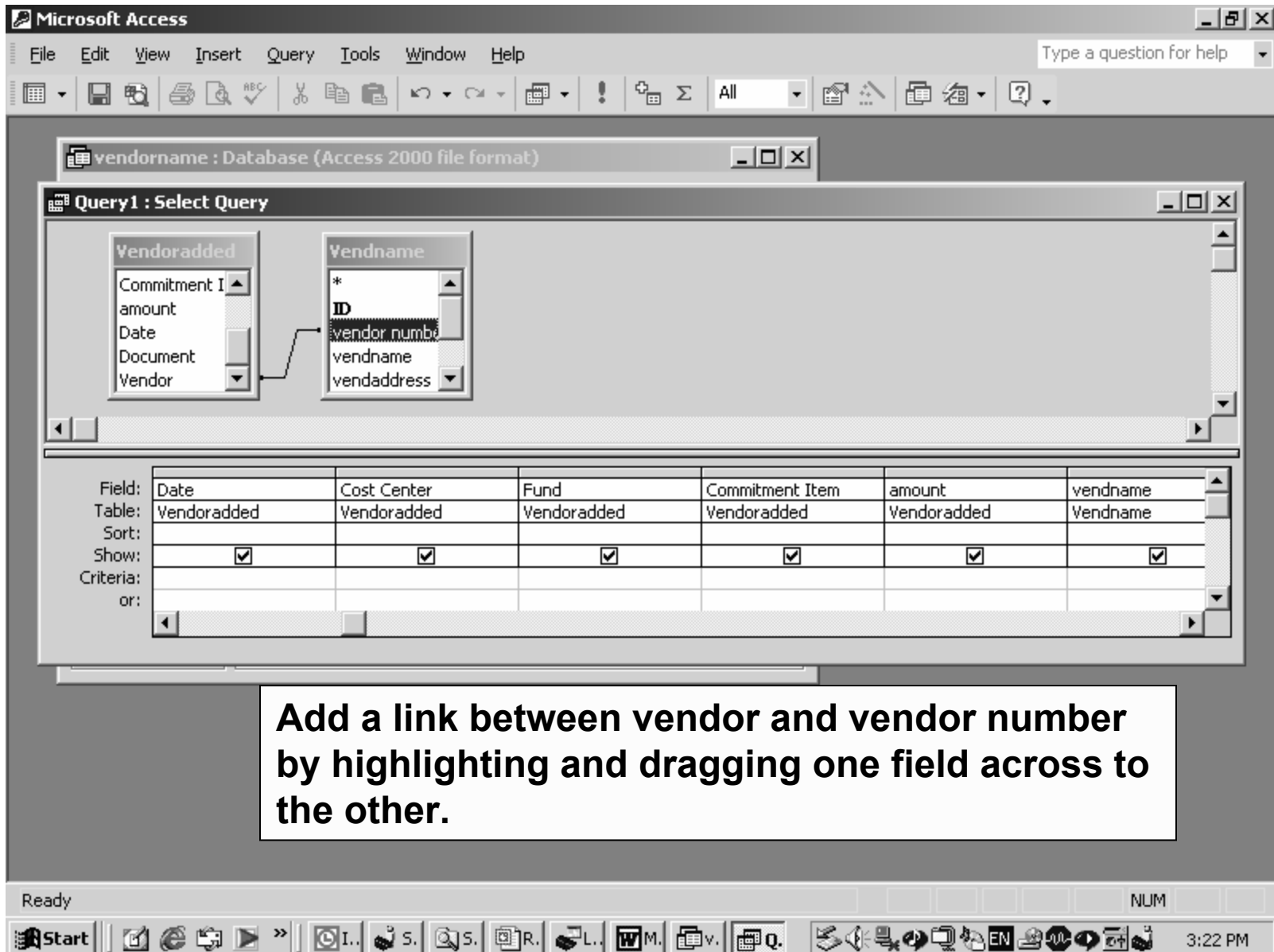
Ready

NUM

Start

3:21 PM

The query fields are added. Note that the tables are linked by ID. Delete this link.



Microsoft Access

File Edit View Insert Query Tools Window Help

Type a question for help

vendorname : Database (Access 2000 file format)

Query1 : Select Query

Vendoradded

- Commitment I
- amount
- Date
- Document
- Vendor

Vendname

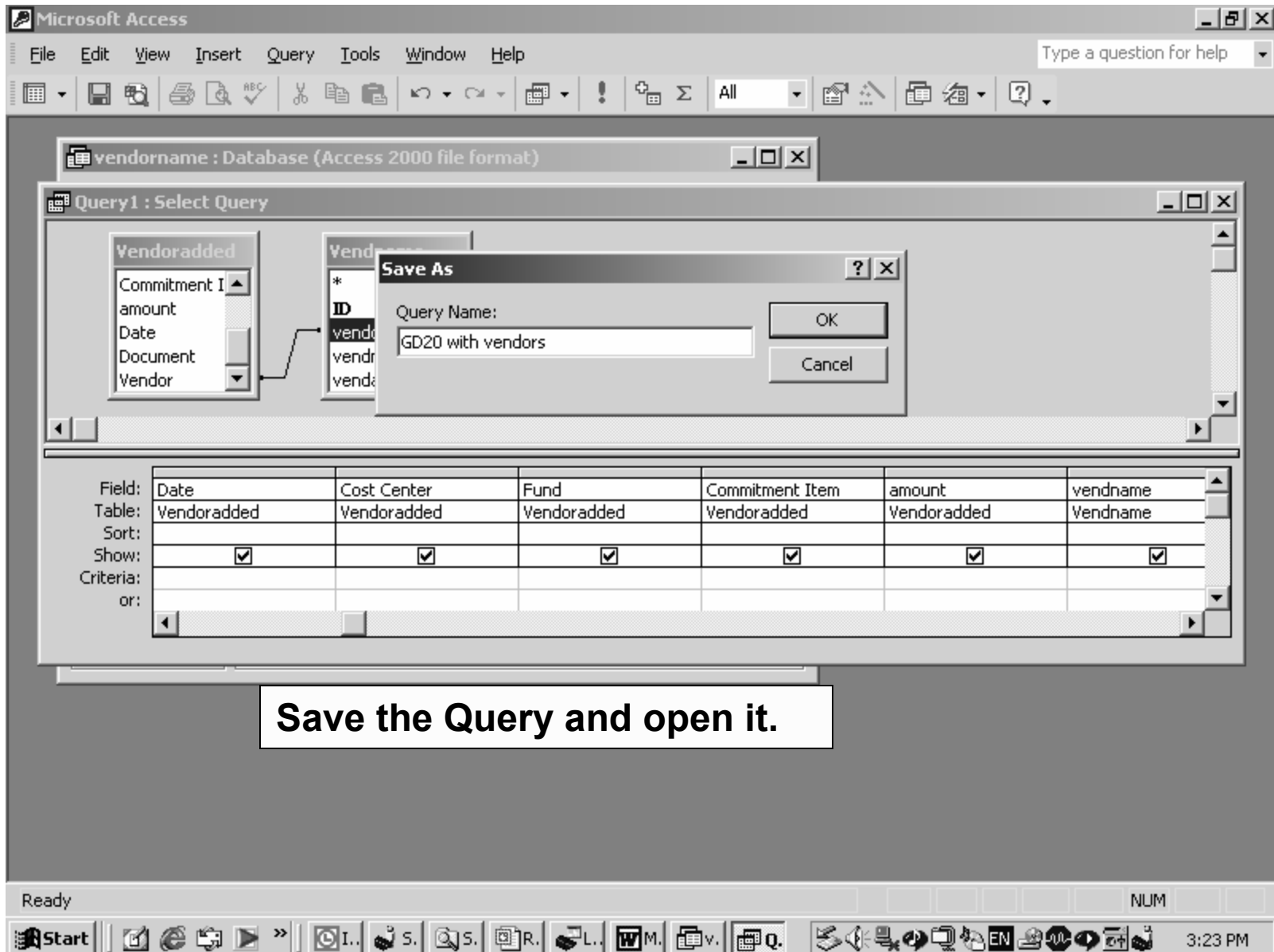
- *
- ID
- vendor number
- vendname
- vendaddress

Field:	Date	Cost Center	Fund	Commitment Item	amount	vendname
Table:	Vendoradded	Vendoradded	Vendoradded	Vendoradded	Vendoradded	Vendname
Sort:						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:						
or:						

Add a link between vendor and vendor number by highlighting and dragging one field across to the other.

Ready NUM

Start I. S. S. R. L. M. v. Q. EN 3:22 PM



Save the Query and open it.

Microsoft Access - [GD20 with vendors : Select Query]

File Edit View Insert Format Records Tools Window Help

Type a question for help

	Document	Date	Cost Center	Fund	Commitment lte	amount	vendname
	1006806943	4/8/2002	353210	EVA0100	502:00:02	72.5	COCA COLA BOTTLING CO
	1006806943	4/8/2002	353210	EVA0100	502:00:02	7.25	COCA COLA BOTTLING CO
	1006980292	4/15/2002	353210	EVA0100	502:00:02	72.5	COCA COLA BOTTLING CO
	1006806943	4/8/2002	353210	EVA0100	502:00:02	280	COCA COLA BOTTLING CO
	1006806943	4/8/2002	353210	EVA0100	502:00:02	108.75	COCA COLA BOTTLING CO
	1006806943	4/8/2002	353210	EVA0100	502:00:02	58	COCA COLA BOTTLING CO
	1006806943	4/8/2002	353210	EVA0100	502:00:02	72.5	COCA COLA BOTTLING CO
	1006806943	4/8/2002	353210	EVA0100	502:00:02	20.68	COCA COLA BOTTLING CO
	1007331962	4/29/2002	353210	EVA0100	502:00:02	280	COCA COLA BOTTLING CO
	1006980292	4/15/2002	353210	EVA0100	502:00:02	21.75	COCA COLA BOTTLING CO
	1006980292	4/15/2002	353210	EVA0100	502:00:02	17.39	COCA COLA BOTTLING CO
	1006980292	4/15/2002	353210	EVA0100	502:00:02	72.5	COCA COLA BOTTLING CO
	1006980292	4/15/2002	353210	EVA0100	502:00:02	72.5	COCA COLA BOTTLING CO
	1006980292	4/15/2002	353210	EVA0100	502:00:02	29	COCA COLA BOTTLING CO
	1007331951	4/29/2002	353210	EVA0100	502:00:02	27.2	GORDON FOOD SERVICE
	1006805943	4/8/2002	353210	EVA0100	502:00:02	460	GEOGHEGAN BROTHERS CC
	1006805943	4/8/2002	353210	EVA0100	502:00:02	68.92	GEOGHEGAN BROTHERS CC
	1006806958	4/8/2002	353210	EVA0100	502:00:02	158.82	ECOLAB
	1006806950	4/8/2002	353210	EVA0100	502:00:02	79.41	ECOLAB
	1006806950						
	1006806950						
	1006806950						
	1006806949						
	1006806949						
	1006806949						

Record: 1

Datasheet View

NUM

The query as displayed. It may be necessary to clean it up by widening some of the fields. The vendor names are displayed with the payment amounts.

Using AASIS with Microsoft Excel

“This AASIS report is great, but it won’t let me sort and total the way I want it.”

Sometimes it's useful to transfer AASIS reports to Microsoft Excel

- A user may want to sort, filter, or subtotal a report
- A user may want to email a report to someone without access to AASIS
- Both of these tasks can easily be done in Microsoft Excel

There are four main options for getting the report into Excel

- Excel Button
- Unconverted
- Spreadsheet
- Local file as a spreadsheet

The option that you should select depends on the report.

- Does it have filters, sorting or subtotals? These will not carry over if you use the excel button or spreadsheet options.
- Do you want to add more than one report to the spreadsheet? If so, you should use the unconverted option.

The first step is to call up the report.

- If you use variants to eliminate or add columns to your report, these will carry over into excel no matter which option you use.

Display of selected line items

Account	Doc.no.	Trans.cur.	Entry date	Cost ctr
5020002000	1005365286	43.83	03/12/2002	361542
* 5020002000		43.83		
5030005000	1005365280	40.00	03/12/2002	361542
5030005000	1005365281	40.00	03/12/2002	361542
5030005000	1005365282	40.00	03/12/2002	361542
* 5030005000		120.00		
5030012000	1005365287	25.00	03/12/2002	361542
* 5030012000		25.00		
5040003000	1005365284	15.64	03/12/2002	361542
* 5040003000		15.64		
5040011000	1005365284	21.94	03/12/2002	361542
* 5040011000		21.94		
5080004000	1005365283	198.60	03/12/2002	361542
* 5080004000		198.60		
5090006000	1005365288	67.56	03/12/2002	361542
* 5090006000		67.56		
**		492.57		

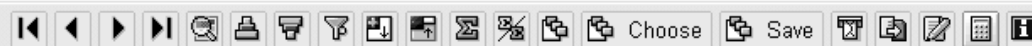
List has been sorted

GD20 sapap02 OVR

For illustration purposes, the GD20 report is used. A variant has been set to add and eliminate columns. The report was then filtered by date and subtotaled by account number, giving this result.



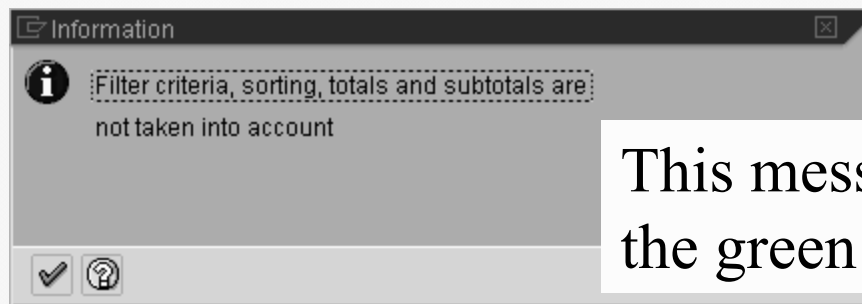
Display of selected line items



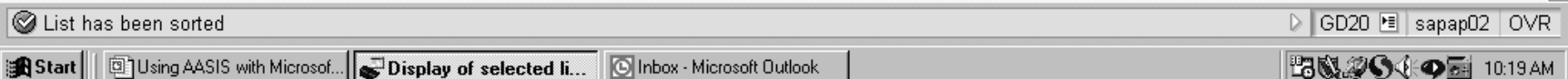
Account	Doc.no.	Trans.cur.	Entry date	Cost ctr
5020002000	1005365286	43.83	03/12/2002	361542
* 5020002000		43.83		
5030005000	1005365280	40.00	03/12/2002	361542
5030005000	1005365281	40.00	03/12/2002	361542
5030005000	1005365282	40.00	03/12/2002	361542
* 5030005000		120.00		
5030012000	1005365287			
* 5030012000				
5040003000	1005365284			
* 5040003000				
5040011000	1005365284			
* 5040011000				
5080004000	1005365283	198.60	03/12/2002	361542
* 5080004000		198.60		
5090006000	1005365288	67.56	03/12/2002	361542
* 5090006000		67.56		
**		492.57		

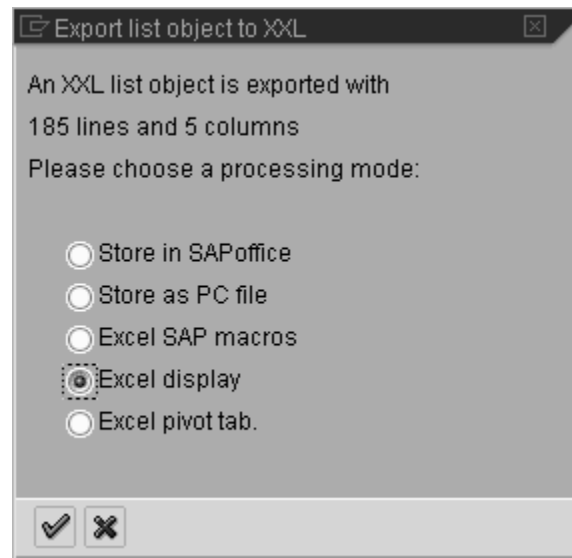
Spreadsheet... Shift+F4

Click the Spreadsheet Button on the toolbar.



This message will appear. Click the green check.





When this message appears, select Excel display and click the green check.



Microsoft Excel

File Edit View Insert Format Tools Data Window Help

R1C2 = Doc.no.

Book3

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Account	Doc.no.	Cost ctr	Trans. cur.	Entry date									
2	5020002000	1005194790	361542	396.28	03/06/2002									
3	5020002000	1005365286	361542	43.83	03/12/2002									
4	5020003000	1005194747	361542	18.64	03/06/2002									
5	5030005000	1005269381	361542	40.00	03/08/2002									
6	5030005000	1005365280	361542	40.00	03/12/2002									
7	5030005000	1005365281	361542	40.00	03/12/2002									
8	5030005000	1005365282	361542	40.00	03/12/2002									
9	5030005000	1005636997	361542	275.00	03/18/2002									
10	5030012000	1005365287	361542	25.00	03/12/2002									
11	5040001000	1005140103	361542	131.85	03/04/2002									
12	5040001000	1005140104	361542	78.98	03/04/2002									
13	5040001000	1005422143	361542	151.32	03/13/2002									
14	5040001000	1005877957	361542	71.87	03/21/2002									
15	5040003000	1005140105	361542	29.32	03/04/2002									
16	5040003000	1005365284	361542	15.64	03/12/2002									
17	5040003000	1005683016	361542	37.00	03/19/2002									
18	5040005000	1005096835	361542	2,967.50	03/01/2002									
19	5040007000	1005096836	361542	277.18	03/01/2002									
20	5040011000	1005140105	361!											
21	5040011000	1005269382	361!											
22	5040011000	1005365284	361!											
23	5050001000	1005269380	361!											
24	5050003000	1005269380	361!											
25	5080004000	1005365283	361!											
26	5080004000	1005877958	361!											
27	5090006000	1005365288	361!											
28	5090018000	1005140106	361!											
29	5090018000	1005683017	361!											
30	5090019000	1005140107	361!											
31	5090022000	1005140107	361!											
32	5090027000	1005512968	361!											
33														

ALVXXL01

The Excel program will open and the report will be displayed in Excel. Note that the columns eliminated when setting the variant are still eliminated, Formatting of dates and currency are still intact. However, the filter and sorting and totaling functions are lost.



The screenshot shows the Microsoft Excel interface with the 'Data' menu open, and the 'Filter' > 'AutoFilter' path highlighted. The spreadsheet data is as follows:

	1	2											
	Account	Doc.no.											
2	5020002000	1005194790											
3	5020002000	1005365286											
4	5020003000	1005194747											
5	5030005000	1005269381											
6	5030005000	1005365280											
7	5030005000	1005365281											
8	5030005000	1005365282	361542	40.00	03/12/2002								
9	5030005000	1005636997	361542	275.00	03/18/2002								
10	5030012000	1005365287	361542	25.00	03/12/2002								
11	5040001000	1005140103	361542	131.85	03/04/2002								
12	5040001000	1005140104	361542	78.98	03/04/2002								
13	5040001000	1005422143	361542	151.32	03/13/2002								
14	5040001000	1005877957	361542	71.87	03/21/2002								
15	5040003000	1005140105	361542	29.32	03/04/2002								
16	5040003000	1005365284	361542	15.64	03/12/2002								
17	5040003000	1005683016	361542	37.00	03/19/2002								
18	5040005000	1005096835	361542	2,967.50	03/01/2002								
19	5040007000	1005096836	361542	277.18	03/01/2002								
20	5040011000	1005140105	361542	21.70	03/04/2002								
21	5040011000	1005269382	361542	250.00	03/08/2002								
22	5040011000	1005365284	361542	21.94	03/12/2002								
23	5050001000	1005269380	361542	35.96	03/08/2002								
24	5050003000	1005269380	361542	278.30	03/08/2002								
25	508000												
26	508000												
27	509000												
28	5090018000	1005140106	361542	30.00	03/04/2002								
29	5090018000	1005683017	361542	27.75	03/19/2002								
30	5090019000	1005140107	361542	166.14	03/04/2002								
31	5090022000	1005140107	361542	135.30	03/04/2002								
32	5090027000	1005512968	361542	422.24	03/14/2002								
33													

To filter, select Data>Filter>Autofilter.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

R1C2 = Doc.no.

Book3

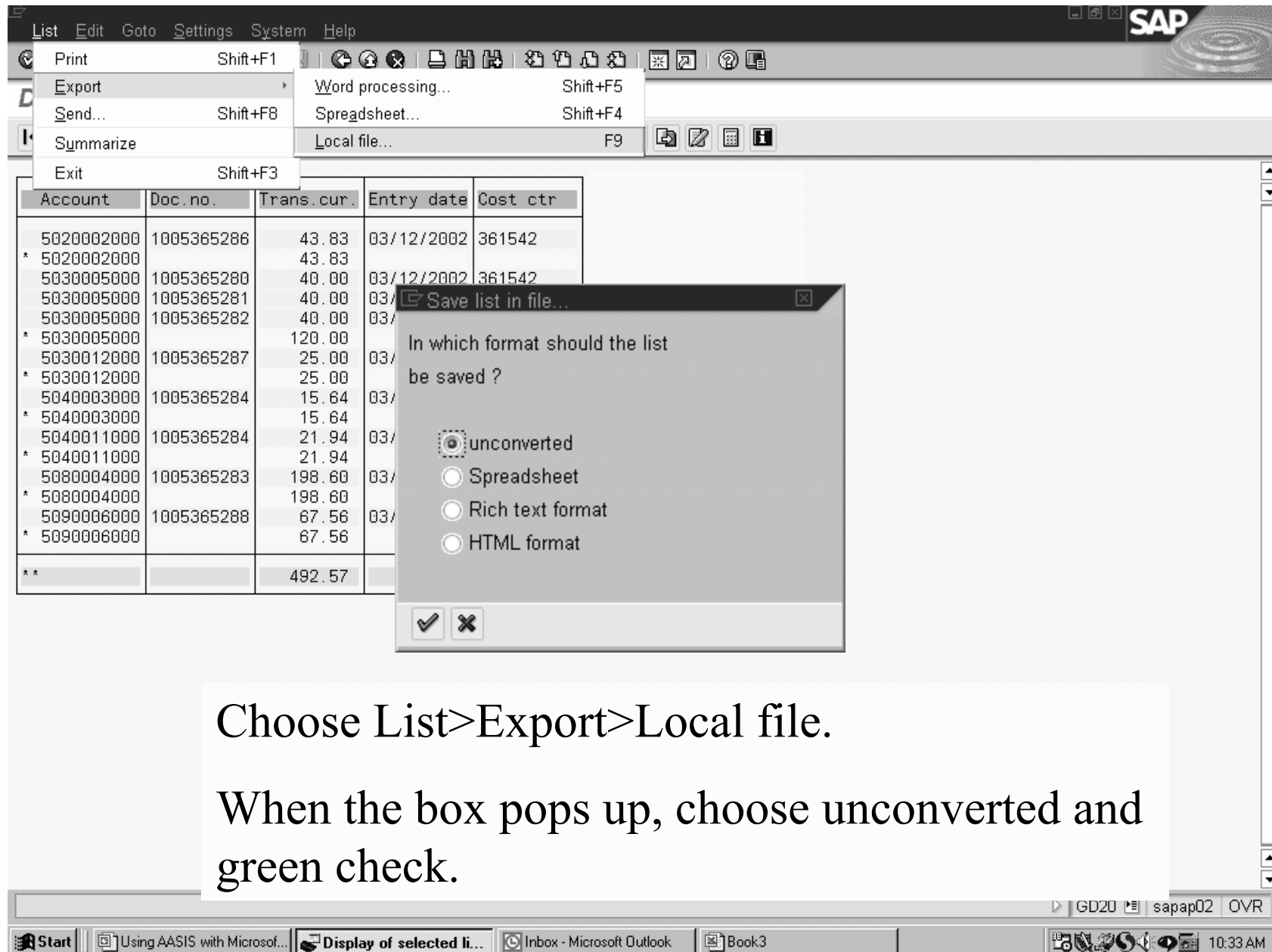
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Account	Doc.no.	Cost c	Trans.cu	Entry date									
3	5020002000	1005365286	361542	43.83	03/12/2002									
6	5030005000	1005365280	361542	40.00	03/12/2002									
7	5030005000	1005365281	361542	40.00	03/12/2002									
8	5030005000	1005365282	361542	40.00	03/12/2002									
10	5030012000	1005365287	361542	25.00	03/12/2002									
16	5040003000	1005365284	361542	15.64	03/12/2002									
22	5040011000	1005365284	361542	21.94	03/12/2002									
25	5080004000	1005365283	361542	198.60	03/12/2002									
27	5090006000	1005365288	361542	67.56	03/12/2002									
33														
34														
35														
36														
37														
38														
39														
40														
41														
42														
43														
44														
45														
46														
47														
48														
49														
50														
51														
52														
53														
54														
55														

ALYXXL01

Data filtered by date. This data could now be recopied and sorted and totaled by account number.

The next option used here will be the Unconverted File method.

- Step 1. Follow the menu path: List>Export>Local File
- Step 2. Select the Unconverted Option
- Step 3. Enter a path and file name for your file using an xls extension
- Step 4. Launch Excel, open the file, and go through the import wizard using the DELIMITED option.

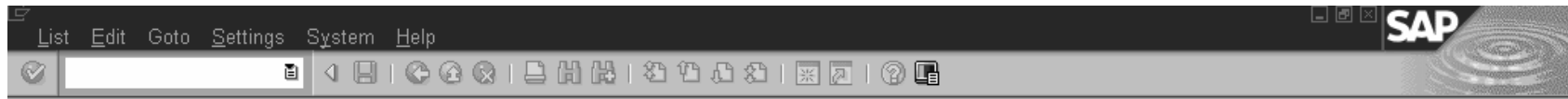
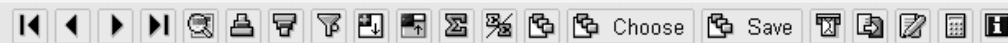


The screenshot shows the SAP AASIS interface. The 'List' menu is open, and the path 'List > Export > Local file...' has been followed. A dialog box titled 'Save list in file...' is displayed, asking 'In which format should the list be saved?'. The 'unconverted' option is selected with a green checkmark. The background table displays financial data with the following columns: Account, Doc. no., Trans. cur., Entry date, and Cost ctr.

Account	Doc. no.	Trans. cur.	Entry date	Cost ctr
5020002000	1005365286	43.83	03/12/2002	361542
* 5020002000		43.83		
5030005000	1005365280	40.00	03/12/2002	361542
5030005000	1005365281	40.00	03/	
5030005000	1005365282	40.00	03/	
* 5030005000		120.00		
5030012000	1005365287	25.00	03/	
* 5030012000		25.00		
5040003000	1005365284	15.64	03/	
* 5040003000		15.64		
5040011000	1005365284	21.94	03/	
* 5040011000		21.94		
5080004000	1005365283	198.60	03/	
* 5080004000		198.60		
5090006000	1005365288	67.56	03/	
* 5090006000		67.56		
**		492.57		

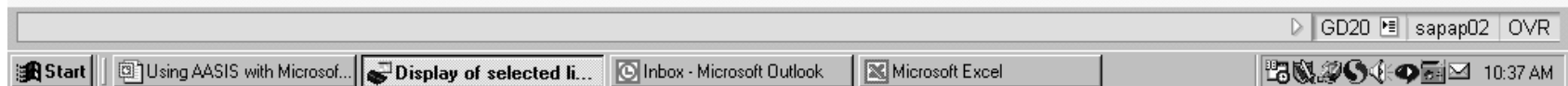
Choose List>Export>Local file.

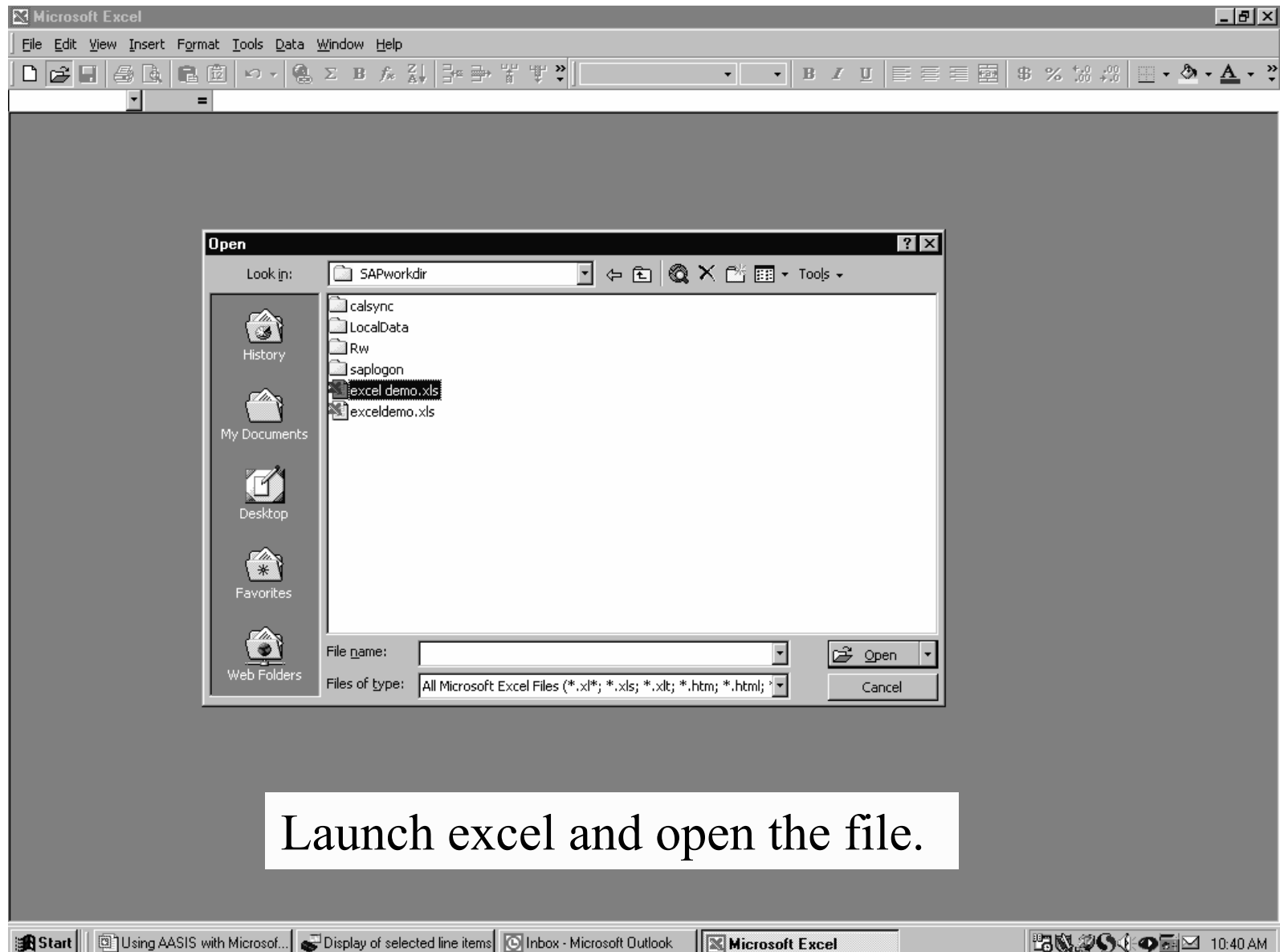
When the box pops up, choose unconverted and green check.

**Display of selected line items**

Account	Doc.no.	Trans.cur.	Entry date	Cost ctr
5020002000	1005365286	43.83	03/12/2002	361542
* 5020002000		43.83		
5030005000	1005365280	40.00	03/12/2002	361542
5030005000	1005365281	40.00	03/12/2002	361542
5030005000	1005365282	40.00	03/12/2002	361542
* 5030005000		120.00		
503001	Transfer List to a Local File			
* 503001				
504000	File name	C:\SAPworkdir\excel demo.xls		
* 504000				
504001				
* 504001				
508000				
* 508000				
5090006000	1005365288	67.56	03/12/2002	361542
* 5090006000		67.56		
**		492.57		

Name the file with an .xls extension
and click Transfer.





Launch excel and open the file.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\exceldemo.xls.

1	-----					
2	Account	Doc.no.	Trans.cur.	Entry date	Cost ctr	
3	-----					
4	5030005000	1005094724	224.96	03/01/2002	344711	
5	2111001000	1005095522	224.96	03/01/2002	344711	

Cancel < Back Next > Finish

Select Delimited File type, accept the other defaults and click Next>

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☐ Tab ☐ Semicolon ☐ Comma
☐ Space ☒ Other: | ☐ Treat consecutive delimiters as one

Text qualifier: " " ▼

Data preview

Account
5030
2111

Cancel < Back Next > Finish

Deselect the Tab delimiter and select the Other delimiter. Type in the | in the Other box. Click Finish.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

R1C1

excel demo.xls

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1															
2		Account	Doc.no.	Trans.cur.	Entry date	Cost ctr									
3															
4		5.02E+09	1.01E+09	43.83	3/12/02	361542									
5		* 50200020		43.83											
6		5.03E+09	1.01E+09	40	3/12/02	361542									
7		5.03E+09	1.01E+09	40	3/12/02	361542									
8		5.03E+09	1.01E+09	40	3/12/02	361542									
9		* 50300050		120											
10		5.03E+09	1.01E+09	25	3/12/02	361542									
11		* 50300120		25											
12		5.04E+09	1.01E+09	15.64	3/12/02	361542									
13		* 50400030		15.64											
14		5.04E+09	1.01E+09	21.94	3/12/02	361542									
15		* 50400110		21.94											
16		5.08E+09	1.01E+09	198.6	3/12/02	361542									
17		* 50800040		198.6											
18		5.09E+09	1.01E+09	67.56	3/12/02	361542									
19		* 50900060		67.56											
20															
21		**		492.57											
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															

excel demo

This time the data will need more formatting when it comes into Excel, but the filter, sorting and totals are still intact.

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

R1C1 =

excel demo.xls

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1														
2	Account	Doc.no.	Trans.cur.	Entry date	Cost ctr									
3														
4	5020002000	1005365286	43.83	3/12/02	361542									
5	* 5020002000		43.83											
6	5030005000	1005365280	40	3/12/02	361542									
7	5030005000	1005365281	40	3/12/02	361542									
8	5030005000	1005365282	40	3/12/02	361542									
9	* 5030005000		120											
10	5030012000	1005365287	25	3/12/02	361542									
11	* 5030012000		25											
12	5040003000	1005365284	15.64	3/12/02	361542									
13	* 5040003000		15.64											
14	5040011000	1005365284	21.94	3/12/02	361542									
15	* 5040011000		21.94											
16	5080004000	1005365283	198.6	3/12/02	361542									
17	* 5080004000		198.6											
18	5090006000	1005365288	67.56	3/12/02	361542									
19	* 5090006000		67.56											
20														
21	**		492.57											
22														
23														
24														
25														
26														
27														

Widen the columns to get the actual numbers rather than scientific notation. The empty first column could be deleted if desired.



Microsoft Excel

File Edit View Insert Format Tools Data Window Help

R1C1

excel demo.xls

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1														
2	Account	Doc.no.	Trans.cur.	Entry date	Cost ctr									
3														
4	5020002000	1005365286	43.83	3/12/02	361542									
5	*5020002000		43.83											
6	5030005000	1005365280	40	3/12/02	361542									
7	5030005000	1005365281	40	3/12/02	361542									
8	5030005000	1005365282	40	3/12/02	361542									
9	*5030005000		120											
10	5030012000	1005365287	25	3/12/02	361542									
11	*5030012000		25											
12	5040003000	1005365284	15.64	3/12/02	361542									
13	*5040003000		15.64											
14	5040011000	1005365284	21.94	3/12/02	361542									
15	*5040011000		21.94											
16	5080004000	1005365283	198.6	3/12/02	361542									
17	*5080004000		198.6											
18	5090006000	1005365288	67.56	3/12/02	361									
19	*5090006000		67.56											
20														
21	**		492.57											
22														
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														

Caution! When the subtotals and totals are brought over into Excel, they appear as numbers, not formulas.



The next option is the Spreadsheet Option

Choose List>Export>Spreadsheet

The screenshot shows the SAP software interface. At the top is a menu bar with options: List, Edit, Goto, Settings, System, Help. Below the menu bar is a toolbar with various icons. A menu is open, showing options: Print (Shift+F1), Export (Shift+F5), Send... (Shift+F8), Summarize (F9), and Exit (Shift+F3). The 'Export' menu is expanded, showing sub-options: Word processing..., Spreadsheet..., and Local file....

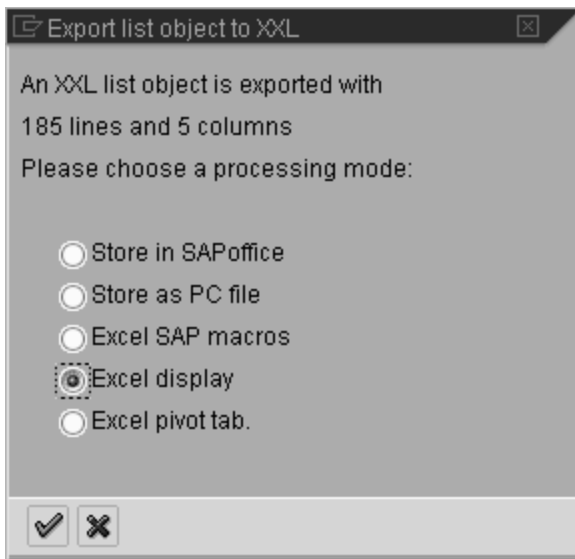
Below the menu is a table with the following columns: Account, Doc. no., Trans. cur., Entry date, Cost ctr.

Account	Doc. no.	Trans. cur.	Entry date	Cost ctr.
5020002000	1005365286	43.83	03/12/2002	361542
* 5020002000		43.83		
5030005000	1005365280	40.00	03/12/2002	361542
5030005000	1005365281	40.00	03/12/2002	361542
5030005000	1005365282	40.00	03/12/2002	361542
* 5030005000		120.00		
5030012000	1005365287	25.00	03/12/2002	361542
* 5030012000		25.00		
5040003000	1005365284			
* 5040003000				
5040011000	1005365284			
* 5040011000				
5080004000	1005365283			
* 5080004000				
5090006000	1005365288			
* 5090006000				
**				

An 'Information' dialog box is open in the foreground, displaying the message: 'Filter criteria, sorting, totals and subtotals are not taken into account'. The dialog box has a close button (X) in the top right corner and a help button (?) in the bottom right corner.

At the bottom of the SAP window, there is a status bar showing: GD20, sapap04, OVR.

The Windows taskbar at the bottom shows the Start button and several open applications: Using AASIS with Microsof..., Inbox - Microsoft Outlook, SAP Logon 46D, and Display of selected li... The system clock shows 4:01 PM.



Choose Excel display and green check.



Microsoft Excel - Book3

File Edit View Insert Format Tools Data Window Help

A1 = Account

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Account	Doc.no.	Cost ctr	Trans.cur.	Entry date										
2	5020002000	1005194790	361542	396.28	03/06/2002										
3	5020002000	1005365286	361542	43.83	03/12/2002										
4	5020003000	1005194747	361542	18.64	03/06/2002										
5	5030005000	1005269381	361542	40.00	03/08/2002										
6	5030005000	1005365280	361542	40.00	03/12/2002										
7	5030005000	1005365281	361542	40.00	03/12/2002										
8	5030005000	1005365282	361542	40.00	03/12/2002										
9	5030005000	1005636997	361542	275.00	03/18/2002										
10	5030012000	1005365287	361542	25.00	03/12/2002										
11	5040001000	1005140103	361542	131.85	03/04/2002										
12	5040001000	1005140104	361542	78.98	03/04/2002										
13	5040001000	1005422143	361542	151.32	03/13/2002										
14	5040001000	1005877957	361542	71.87	03/21/2002										
15	5040003000	1005140105	361542	29.32	03/04/2002										
16	5040003000	1005365284	361542	15.64	03/12/2002										
17	5040003000	1005683016	361542	37.00	03/19/2002										
18	5040005000	1005096835	361542	2,967.50	03/01/2002										
19	5040007000	1005096836	361542	277.18	03/01/2002										
20	5040011000	1005140105	361542	21.70	03/04/2002										
21	5040011000	1005269382	361542	250.00	03/08/2002										
22	5040011000	1005365284	361542	21.94	03/12/2002										
23	5050001000	1005269380	361542	35.96	03/08/2002										
24	5050003000	1005269380	361542	278.30	03/08/2002										
25	5080004000	1005365283	361542	198.60	03/12/2002										
26	5080004000	1005877958	361542	170.74	03/21/2002										
27	5090006000	1005365288	361542	67.56	03/12/2002										
28	5090018000	1005140106	361542	30.00	03/04/2002										
29	5090018000	1005683017	361542	27.75	03/19/2002										
30	5090019000	1005140107	361542	166.14	03/04/2002										
31	5090022000	1005140107	361542	135.30	03/04/2002										
32	5090027000	1005512968	361542	422.24	03/14/2002										
33															
34															
35															
36															
37															

ALYXXL01

The results are similar to those obtained with the Excel button. Formatting is intact, but data filters, sorts and subtotals are lost.



The next option is the Local File/Spreadsheet Option

Choose List>Export>Local File
Then choose Spreadsheet from the options box.



SAP

List Edit Goto Settings System Help

Print Shift+F1

Export Word processing... Shift+F5

Send... Shift+F8 Spreadsheet... Shift+F4

Summarize Local file... F9

Exit Shift+F3

Account	Doc. no.	Trans. cur.	Entry date	Cost ctr
5020002000	1005365286	43.83	03/12/2002	361542
* 5020002000		43.83		
5030005000	1005365280	40.00	03/12/2002	361542
5030005000	1005365281	40.00	03/12/2002	361542
5030005000	1005365282	40.00	03/12/2002	361542
* 5030005000		120.00		
5030012000	1005365287	25.00	03/12/2002	361542
* 5030012000		25.00		
5040003000	1005365284	15.64	03/12/2002	361542
* 5040003000		15.64		
5040011000	1005365284	21.94	03/12/2002	361542
* 5040011000		21.94		
5080004000	1005365283	198.60	03/12/2002	361542
* 5080004000		198.60		
5090006000	1005365288	67.56	03/12/2002	361542
* 5090006000		67.56		
**		492.57		

Save list in file...

In which format should the list be saved ?

☐ unconverted

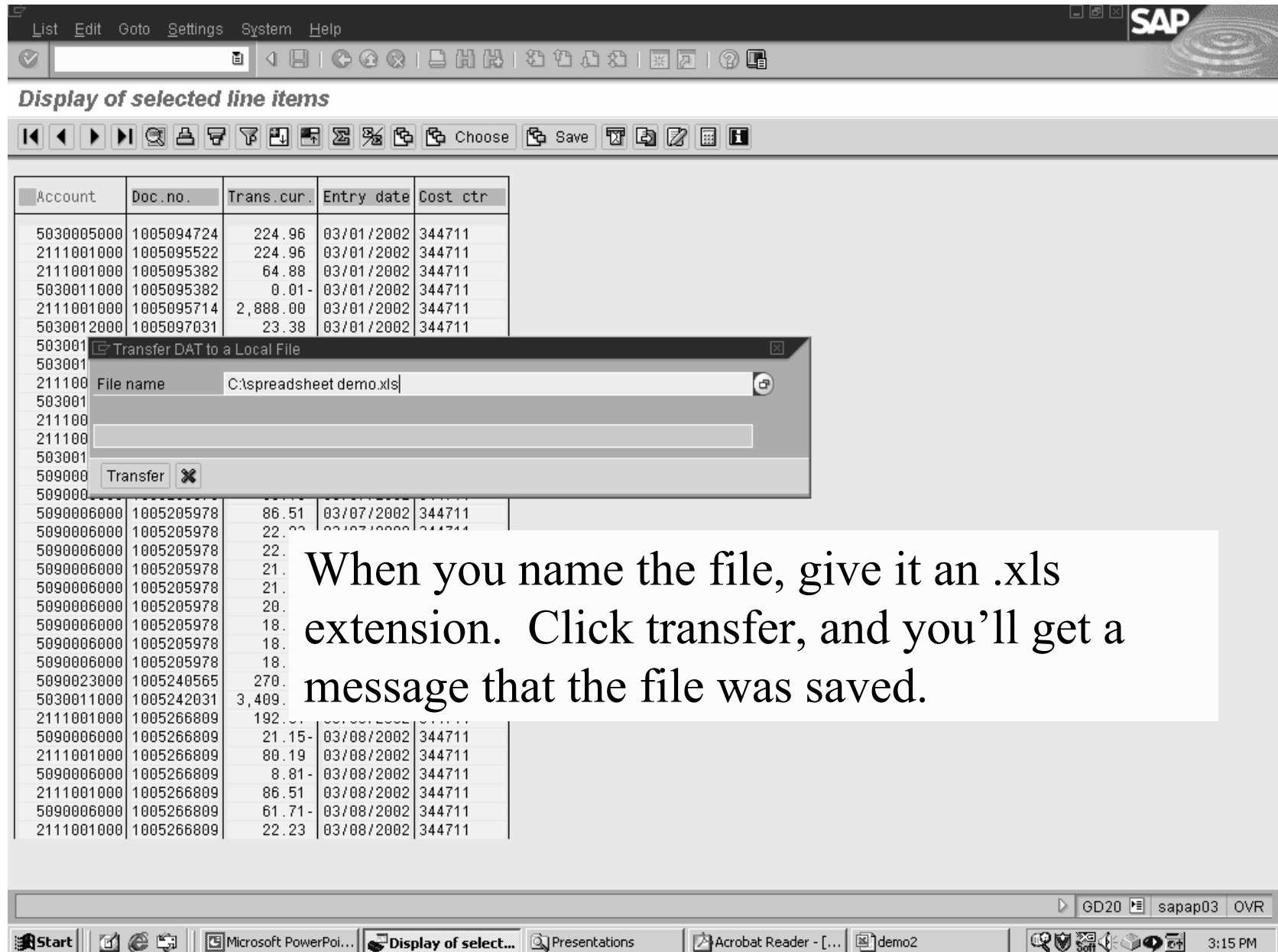
☒ Spreadsheet

☐ Rich text format

☐ HTML format

GD20 sapap04 OVR

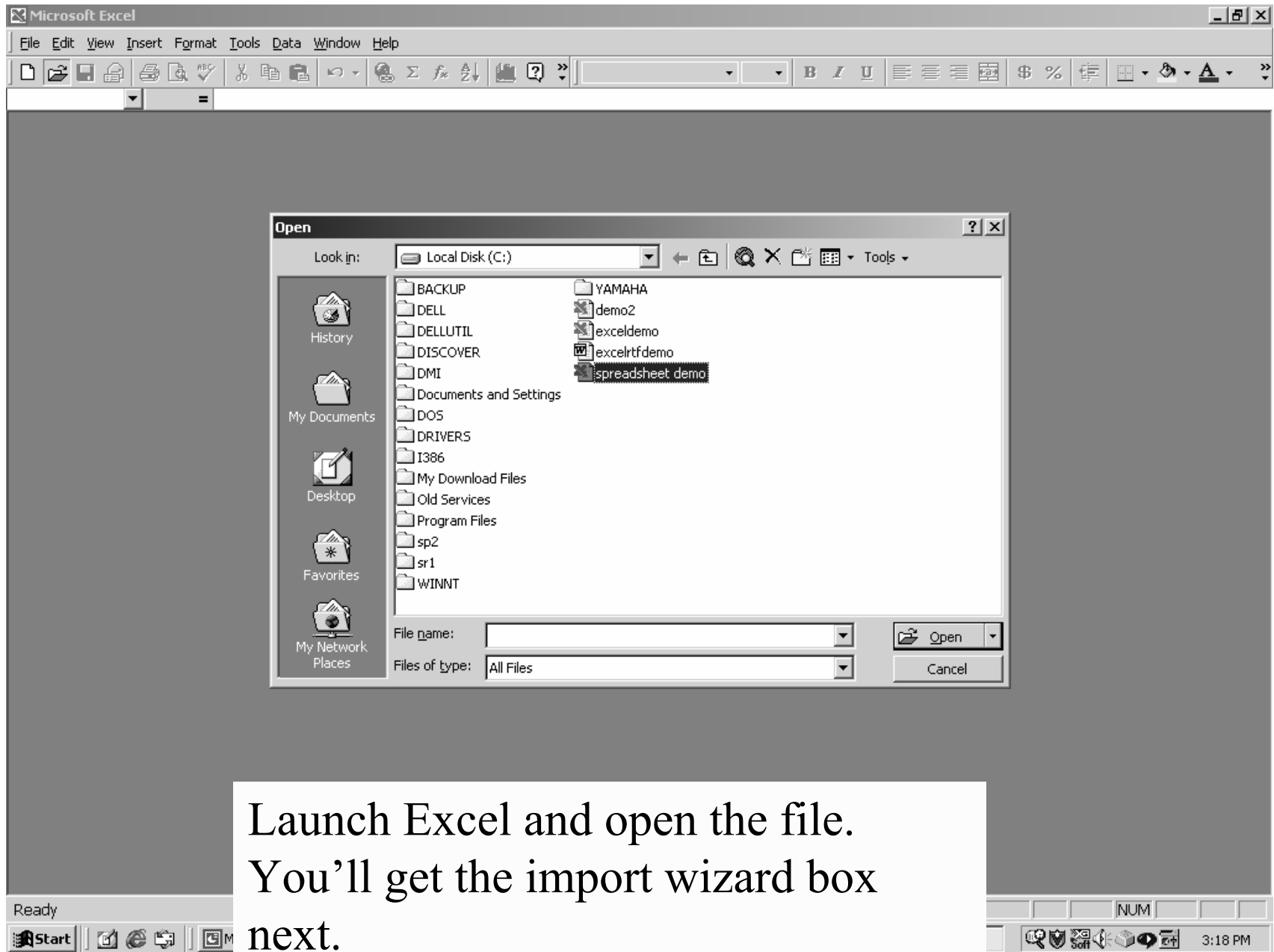
Start Using AASIS with Mic... Inbox - Microsoft Outlook SAP Logon 46D Display of selecte... Microsoft Excel 4:07 PM



The screenshot shows the SAP 'Display of selected line items' window. A table of financial data is displayed, and a dialog box is open for saving the data to a local file. The dialog box has a 'File name' field containing 'C:\spreadsheet demo.xls' and a 'Transfer' button.

Account	Doc.no.	Trans.cur.	Entry date	Cost ctr
5030005000	1005094724	224.96	03/01/2002	344711
2111001000	1005095522	224.96	03/01/2002	344711
2111001000	1005095382	64.88	03/01/2002	344711
5030011000	1005095382	0.01-	03/01/2002	344711
2111001000	1005095714	2,888.00	03/01/2002	344711
5030012000	1005097031	23.38	03/01/2002	344711
503001				
503001				
211100				
503001				
211100				
211100				
503001				
509000				
509000				
5090006000	1005205978	86.51	03/07/2002	344711
5090006000	1005205978	22.00	03/07/2002	344711
5090006000	1005205978	22.00	03/07/2002	344711
5090006000	1005205978	21.00	03/07/2002	344711
5090006000	1005205978	21.00	03/07/2002	344711
5090006000	1005205978	20.00	03/07/2002	344711
5090006000	1005205978	18.00	03/07/2002	344711
5090006000	1005205978	18.00	03/07/2002	344711
5090006000	1005205978	18.00	03/07/2002	344711
5090023000	1005240565	270.00	03/07/2002	344711
5030011000	1005242031	3,409.00	03/07/2002	344711
2111001000	1005266809	192.00	03/08/2002	344711
5090006000	1005266809	21.15-	03/08/2002	344711
2111001000	1005266809	80.19	03/08/2002	344711
5090006000	1005266809	8.81-	03/08/2002	344711
2111001000	1005266809	86.51	03/08/2002	344711
5090006000	1005266809	61.71-	03/08/2002	344711
2111001000	1005266809	22.23	03/08/2002	344711

When you name the file, give it an .xls extension. Click transfer, and you'll get a message that the file was saved.



Launch Excel and open the file.
You'll get the import wizard box
next.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

- ☒ **Delimited** - Characters such as commas or tabs separate each field.
☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row:

File origin:

Preview of file C:\spreadsheet demo.xls.

1	
2	Account Doc.no. Trans.cur. Entry date Cost ctr
3	
4	5030005000 1005094724 224.96 03/01/2002 344711
5	2111001000 1005095522 224.96 03/01/2002 344711

Cancel

< Back

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- ☒ **T**ab ☐ **S**emicolon ☐ **C**omma
☐ **S**pace ☐ **O**ther:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

	Account	Doc.no.	Trans.cur.	Entry date	Cost ctr
	5030005000	1005094724	224.96	03/01/2002	344711
	2111001000	1005095522	224.96	03/01/2002	344711

Cancel

< Back


Next >

Finish

In this case, no changes are necessary. Just keep clicking Next and Finish on the Import wizard box.

Microsoft Excel - demo.xls

File Edit View Insert Format Tools Data Window Help


 Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2			Account	Doc.no.	Trans.cur.	Entry date	Cost ctr								
3															
4			5.02E+09	1.01E+09	43.83	3/12/02	361542								
5		*	5.02E+09		43.83										
6			5.03E+09	1.01E+09	40	3/12/02	361542								
7			5.03E+09	1.01E+09	40	3/12/02	361542								
8			5.03E+09	1.01E+09	40	3/12/02	361542								
9		*	5.03E+09		120										
10			5.03E+09	1.01E+09	25	3/12/02	361542								
11		*	5.03E+09		25										
12			5.04E+09	1.01E+09	15.64	3/12/02	361542								
13		*	5.04E+09		15.64										
14			5.04E+09	1.01E+09	21.94	3/12/02	361542								
15		*	5.04E+09		21.94										
16			5.08E+09	1.01E+09	198.6	3/12/02	361542								
17		*	5.08E+09		198.6										
18			5.09E+09	1.01E+09	67.56	3/12/02	361542								
19		*	5.09E+09		67.56										
20															
21		**			492.57										
22															
23															
24															
25															
26															
27															
28															
29															
30															
31															
32															
33															
34															
35															
36															
37															

demo

This time, just a small amount of formatting is needed (widening the columns). The filter, sorts, totals, and subtotals are intact. These are brought over as numbers and not as formulas.

How to add two AASIS reports into the same spreadsheet:

- Use the List>Export>Local File option.
- Choose Unconverted.
- Name the file and choose Transfer
- When exporting the second report, use the same name and choose Transfer, then Append.

Report Edit Goto View Extras Settings System Help

SAP

Trial Balance

** Interfund Due-To	396.28	(1,121.88)	(725.60)	
2120002200 Sales/Use Tax Payable Re	19.15		19.15	
** Due to Revenue	19.15		19.15	
5010001000 00 - Regular Salaries	18,846.22		18,846.22	
5010002000 01 - Extra Help Salaries	5,625.00		5,625.00	
5010005000 03 - FICA & Medicare Exp	1,848.22		1,848.22	
5010006000 03 - Benefits Ins Expens	5,928.00	(2,880.04)	3,047.96	
5010007000 03 - Retirement Expense	2,261.54		2,261.54	
5010008000 03 - Unemployment Compen	725.60		725.60	
** Salary Expense	35,234.58	(2,880.04)	32,354.54	
5020002000 Telecommunications Wired	440.11		440.11	
5020003000 Telecommunications Wirel	18.64		18.64	
** Communication & Transp. of Comodi	458.75		458.75	
5030005000 02 - Building & Grounds	435.00		435.00	
5030012000 02 - Vehicle Maintenance	25.00		25.00	
** Repairing & Servicing	460.00		460.00	
5040001000 Electricity	434.02		434.02	
5040003000 Water & Sewage	81.96		81.96	
5040005000 Rent of Facilities	2,967.50		2,967.50	
5040007000 Rent of Office Equipment	277.18		277.18	
5040011000 Other Rent & Leases	293.64		293.64	
** Utilities & Rent				
5050001000 02 - Mileage				
5050003000 02 - Meals & Lc				
** Travel & Subsistence				
5080004000 Charge Card Pay				
** Other Expenses & Services				
5090006000 Office Supplies				
5090018000 Subscriptions &				
5090019000 Food Purchases				
5090022000 02 - Kitchen Ja				
5090027000 Software/Licens				
** Commodities, Materials &				
6060002000 Intra-Agency Tr				

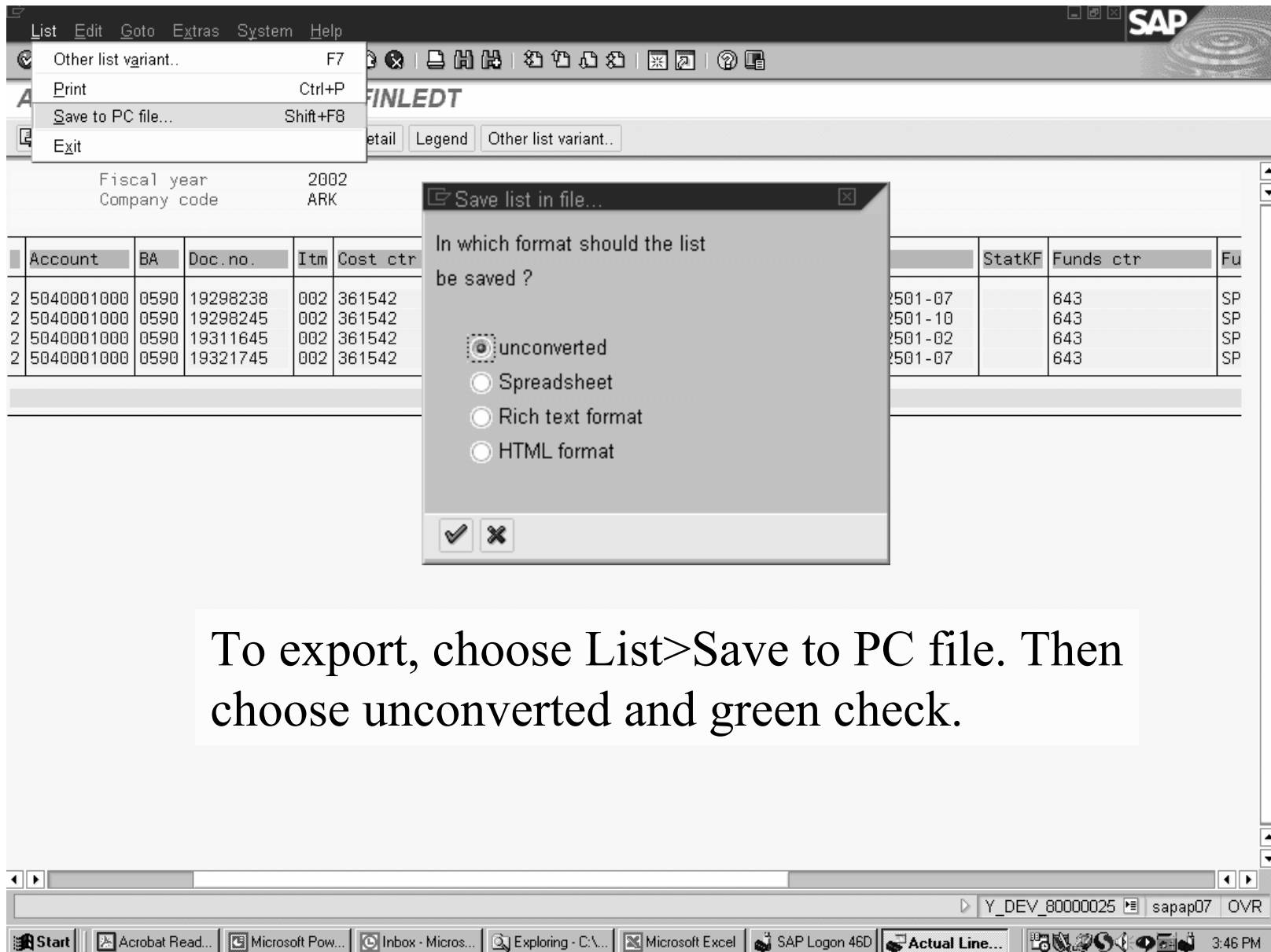
Column On/off

Y_DEV_80000025 sapap07 OVR

In this example, a user wants to see a list of payments for Utilities from a certain fund. This information can be obtained by drilling down to line items in the trial balance for that fund.

Actual Line Items for Table ZFINLEDT												
<div> <div>FI-SL document</div> <div>Line item detail</div> <div>Legend</div> <div>Other list variant..</div> </div>												
<div> <div>Fiscal year</div> <div>2002</div> </div>												
<div> <div>Company code</div> <div>ARK</div> </div>												
Account	BA	Doc.no.	Itm	Cost ctr	FA	Fund	Order	WBS element	StatKF	Funds ctr	Fun	
2 5040001000	0590	19298238	002	361542	EDUC	FEV2400		F.0590.05PY01322501-07		643	SPE	
2 5040001000	0590	19298245	002	361542	EDUC	FEV2400		F.0590.05PY01322501-10		643	SPE	
2 5040001000	0590	19311645	002	361542	EDUC	FEV2400		F.0590.05PY01322501-02		643	SPE	
2 5040001000	0590	19321745	002	361542	EDUC	FEV2400		F.0590.05PY01322501-07		643	SPE	

The first drill down (on the general ledger code for electricity) gives the list of payments for electricity.



To export, choose List>Save to PC file. Then choose unconverted and green check.

**Actual Line Items for Table ZFINLEDT**

FI-SL document Line item detail Legend Other list variant..

Fiscal year 2002
Company code ARK

	Account	BA	Doc.no.	Itm	Cost ctr	FA	Fund	Order	WBS element	StatKF	Funds ctr	Fu
2	5040001000	0590	19298238	002	361542	EDUC	FEV2400		F. 0590. 05PY01322501-07		643	SP
2	5040001000	0590	19298245	002	361542	EDUC	FEV2400		F. 0590. 05PY01322501-10		643	SP
2	5040001000	0590	19311645	002	361542	EDUC	FEV2400		F. 0590. 05PY01322501-02		643	SP
2	5040001000	0590							F. 0590. 05PY01322501-07		643	SP

Transfer List to a Local File

File name C:\SAPworkdir\excel append demo

Transfer



Give the file a name and choose Transfer.
Don't use the .xls extension.





SAP

List Edit Goto Extras System Help

Actual Line Items for Table ZFINLEDT

FI-SL document Line item detail Legend Other list variant..

Ledger Z1 Fiscal year 2002
Record type 0 Company code ARK
Version 1

D	Doc.no.	LnItm	Pstg date	Account	BA	Doc.no.	Itm	Cost ctr	FA	Fund	Order	WBS element
S	1005140105	000003	03/04/2002	5040003000	0590	19298266	003	361542	EDUC	FEV2400		F.0590.05PY01322501-0
S	1005365284	000003	03/12/2002	5040003000	0590	19310007	003	361542	EDUC	FEV2400		F.0590.05PY01322501-0
S	1005683016	000002	03/19/2002	5040003000	0590	19318700	002	361542	EDUC	FEV2400		F.0590.05PY01322501-0
* Sum total												

The second drill down (on the general ledger code for water & sewage) gives that list of payments.

Y_DEV_80000025 sapap07 OVR

Start Acrobat Read... Microsoft Pow... Inbox - Micros... Exploring - C:\... Microsoft Excel SAP Logon 46D Actual Line... 3:50 PM



Save list in file...

In which format should the list be saved ?

- ☒ unconverted
- ☐ Spreadsheet
- ☐ Rich text format
- ☐ HTML format

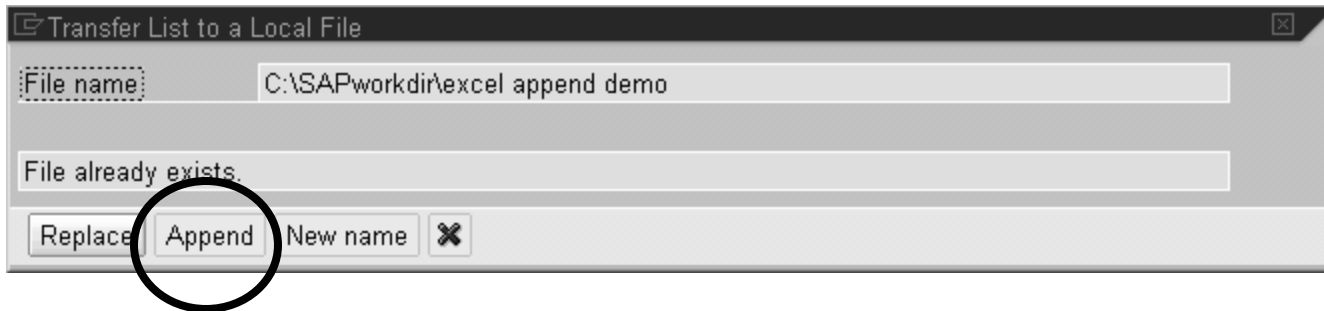
Transfer List to a Local File

File name C:\SAPworkdir\excel append demo

Transfer

Doc.no.	LnItm	t ctr	FA	Fund	Order	WBS element
1005140105	000003	542	EDUC	FEV2400		F.0590.05PY01322501-0
1005365284	000003	542	EDUC	FEV2400		F.0590.05PY01322501-0
1005683016	000002	542	EDUC	FEV2400		F.0590.05PY01322501-0

Transfer the file, using the same name as the other one.



When this box appears, choose Append.



Launch Excel and open the file.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file C:\SAPworkdir\excel append demo.

1	Ledger	Z1	Fiscal year	200
2	Record type	0	Company code	ARK
3	Version	1		
4	-----			
5	ID Doc.no.	LnItm	Pstg date	Account BA Doc.no. Itm

Cancel < Back Next > Finish

Choose Delimited and click Next>



Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A1 = Ledger Z1 Fiscal year 2002

excel append demo

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Ledger	Z1	Fiscal year	2002										
2	Record type	0	Company code	ARK										
3	Version	1												
4														
5		D	Doc.no.	Lnltm	Pstg date	Account	BA	Doc.no.	Itm	Cost ctr	FA	Fund	Order	WBS element
6														
7		S	1005140103	2	3/4/02	5040001000	590	19298238	2	361542	EDUC	FEV2400		F.0590.05PY0
8		S	1005140104	2	3/4/02	5040001000	590	19298245	2	361542	EDUC	FEV2400		F.0590.05PY0
9		S	1005422143	2	3/13/02	5040001000	590	19311645	2	361542	EDUC	FEV2400		F.0590.05PY0
10		S	1005877957	2	3/21/02	5040001000	590	19321745	2	361542	EDUC	FEV2400		F.0590.05PY0
11														
12		* Sum tota												
13														
14	Ledger	Z1	Fiscal year	2002										
15	Record type	0	Company code	ARK										
16	Version	1												
17														
18		D	Doc.no.	Lnltm	Pstg date	Account	BA	Doc.no.	Itm	Cost ctr	FA	Fund	Order	WBS element
19														
20		S	1005140105	3	3/4/02	5040003000	590	19298266	3	361542	EDUC	FEV2400		F.0590.05PY0
21		S	1005365284	3	3/12/02	5040003000	590	19310007	3	361542	EDUC	FEV2400		F.0590.05PY0
22		S	1005683016	2	3/19/02	5040003000	590	19318700	2	361542	EDUC	FEV2400		F.0590.05PY0
23														
24		* Sum tota												
25														
26														
27														
28														
29														
30														
31														
32														
33														
34														

excel append demo

The two reports are contained in the same spreadsheet.

Office Integration

- Click the Office Integration icon to bring reports into Excel with drill down capability
- This technique is best illustrated with a multiple-selection report, such as a trial balance for a state agency.



Report Edit Goto View Extras Settings System Help

Trial Balance

Variation: Characteristics
 Period
 Fund

Variation: Period
 * ZFIZ-TRLBAL Selection 00
 000 CF
 001 JUL
 002 AUG
 003 SEP
 004 OCT
 005 NOV
 006 DEC
 007 JAN
 008 FEB
 009 MAR
 010 APR
 011 MAY
 012 JUN

Agency: 0543
 Fund: *
 Period: 0..12

	Debit	Credit
1000543001 Cash Journal FET 0543 - CJ 00	199,344.87	(199,344.87)
** Cash On Hand	199,344.87	(199,344.87)
1100001000 Cash in State Treasury	2,544,376.29	(492,352.7)
1100001001 Cash in State Treasury - Outg	187,723.38	(1,955,978.4)
1100001002 Cash in State Treasury - Inco	1,586,693.74	(989,768.3)
1100001003 Cash in State Treasury - EFT	19,315.84	(59,329.6)
** Cash in State Treasury	4,338,109.25	(3,497,429.4)
1105430010 CASH IN BANK FET 0543 - ACCOU	111,802.84	
1105430020 CASH IN BANK FET 0543 - ACCOU	141,837.03	
** Cash in Bank	253,639.87	
1140002000 Loans to other Funds	110,000.00	(110,000.0)
1140003000 Due To / Due From Clearing	1,291,555.70	(1,396,436.7)
** Interfund Receivable	1,401,555.70	(1,506,436.7)
1990150000 Equipment (Modified)	34,542.31	(2,195.2)
** Accumulated Depreciation	34,542.31	(2,195.2)
2110001000 Vendor Accounts Payable	245,613.34	(246,092.8)
2110001300 Miscellaneous Accounts Payabl	3,433.80	(3,433.8)
2110002000 Employee Accounts Payable	3,181.08	(3,181.0)
** Vendor Payables	252,228.22	(252,707.7)
2110003000 Due To Other Funds	8,292.70	(8,892.7)
** Interfund Due-To	8,292.70	(8,892.7)
2111001000 Goods Receipt/Invoice Receipt	24,539.97	(34,538.6)
** Accounts Payable-Goods Received	24,539.97	(34,538.6)

002 OVR

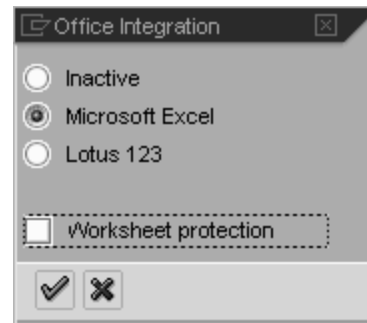
First, go into the trial balance.

Trial Balance

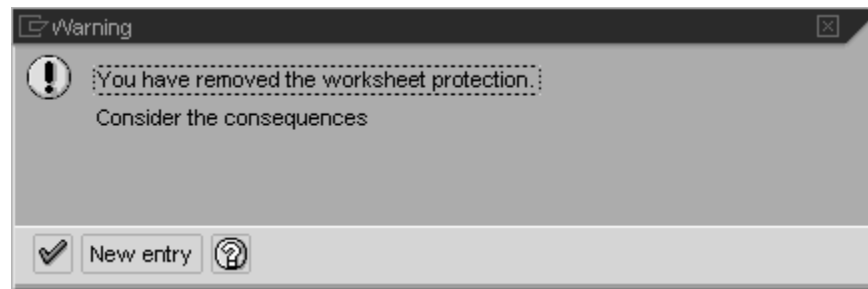
Agency: 0543
Fund: *
Period: 0..12

	Debit	Credit
1000543001 Cash Journal FET 0543 - CJ 00	199,344.87	(199,344.87)
** Cash On Hand	199,344.87	(199,344.87)
1100001000 Cash in State Treasury	2,544,376.29	(492,352.7)
1100001001 Cash in State Treasury - Outg	187,723.38	(1,955,978.4)
1100001002 Cash in State Treasury - Inco	1,586,693.74	(989,768.3)
1100001003 Cash in State Treasury - EFT	19,315.84	(59,329.6)
** Cash in State Treasury	4,338,109.25	(3,497,429.4)
1105430010 CASH IN BANK FET 0543 - ACCOU	111,802.84	
1105430020 CASH IN BANK FET 0543 - ACCOU	141,837.03	
** Cash in Bank	253,639.87	
1140002000 Loans to other Funds	110,000.00	(110,000.0)
1140003000 Due To / Due From Clearing	1,291,555.70	(1,396,436.7)
** Interfund Receivable	1,401,555.70	(1,506,436.7)
1990150000 Equipment (Modified)	34,542.31	(2,195.2)
** Accumulated Depreciation	34,542.31	(2,195.2)
2110001000 Vendor Accounts Payable	245,613.34	(246,092.8)
2110001300 Miscellaneous Accounts Payabl	3,433.80	(3,433.8)
2110002000 Employee Accounts Payable	3,181.08	(3,181.0)
** Vendor Payables	252,228.22	(252,707.7)
2110003000 Due To Other Funds	8,292.70	(8,892.7)
** Interfund Due-To	8,292.70	(8,892.7)
2111001000 Goods Receipt/Invoice Receipt	24,539.97	(34,538.6)
** Accounts Payable-Goods Received	24,539.97	(34,538.6)

Select the office integration icon.

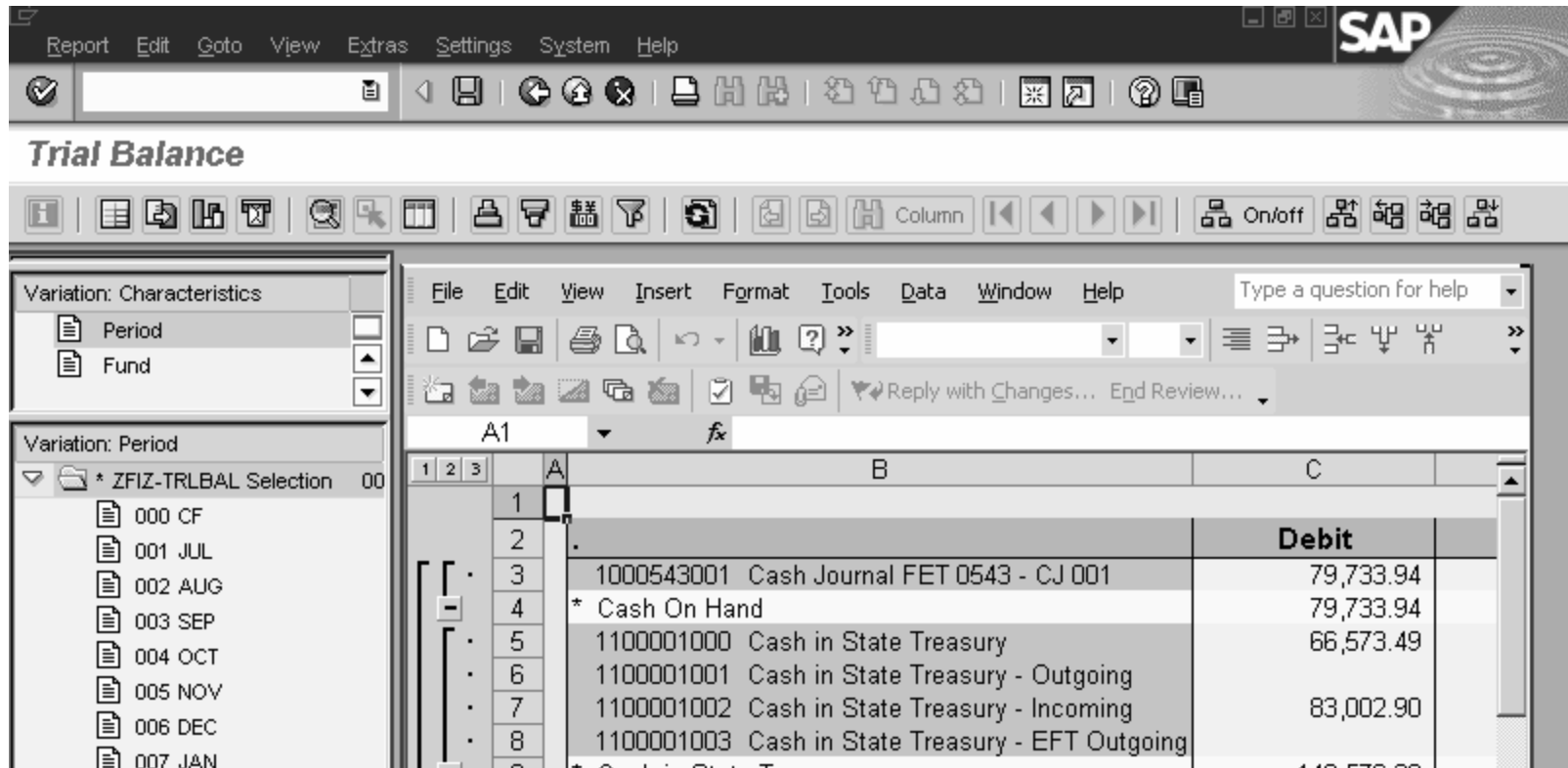


Select Microsoft Excel and deselect
Worksheet protection



You will receive two warnings:

1. Consider the consequences of turning off worksheet protection. Click the green check.
2. This workbook contains macros. Click Enable.



Trial Balance

Variation: Characteristics

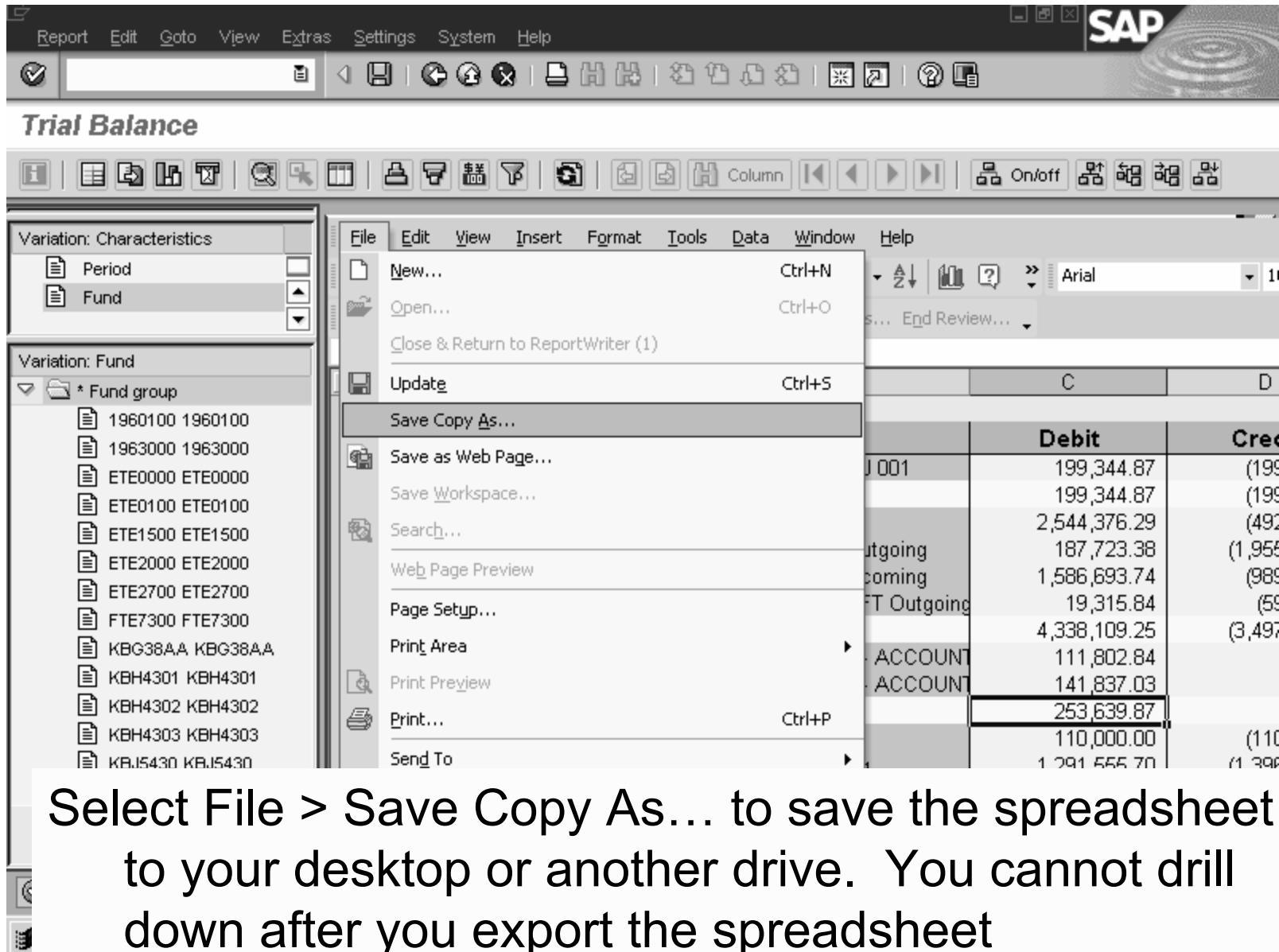
- Period
- Fund

Variation: Period

- * ZFIZ-TRLBAL Selection 00
- 000 CF
- 001 JUL
- 002 AUG
- 003 SEP
- 004 OCT
- 005 NOV
- 006 DEC
- 007 JAN

	A	B	C
1			
2			Debit
3	1000543001	Cash Journal FET 0543 - CJ 001	79,733.94
4	*	Cash On Hand	79,733.94
5	1100001000	Cash in State Treasury	66,573.49
6	1100001001	Cash in State Treasury - Outgoing	
7	1100001002	Cash in State Treasury - Incoming	83,002.90
8	1100001003	Cash in State Treasury - EFT Outgoing	

The spreadsheet appears in the report section of the screen, and has the full Excel toolbar. You can expand or retract the different sections, and you can drill-down on the totals from here. It works just like the standard AASIS Trial Balance report.



Trial Balance

File Edit View Insert Format Tools Data Window Help

New... Ctrl+N

Open... Ctrl+O

Close & Return to ReportWriter (1)

Update Ctrl+S

Save Copy As...

Save as Web Page...

Save Workspace...

Search...

Web Page Preview

Page Setup...

Print Area

Print Preview

Print... Ctrl+P

Send To

	Debit	Credit
1960100 1960100	199,344.87	(199,344.87)
1963000 1963000	199,344.87	(199,344.87)
ETE0000 ETE0000	2,544,376.29	(49,344.87)
ETE0100 ETE0100	187,723.38	(1,954,376.29)
ETE2000 ETE2000	1,586,693.74	(98,344.87)
ETE2700 ETE2700	19,315.84	(5,344.87)
FTE7300 FTE7300	4,338,109.25	(3,49,344.87)
KBG38AA KBG38AA	111,802.84	
KBH4301 KBH4301	141,837.03	
KBH4302 KBH4302	253,639.87	
KBH4303 KBH4303	110,000.00	(110,000.00)
KBH5430 KBH5430	1,291,555.70	(1,399,344.87)

Select File > Save Copy As... to save the spreadsheet to your desktop or another drive. You cannot drill down after you export the spreadsheet

The screenshot shows the SAP Trial Balance report interface. The 'File' menu is open, displaying options such as 'New...', 'Open...', 'Update', 'Save Copy As...', 'Save as Web Page...', 'Search...', 'Page Setup...', 'Print Area', 'Print Preview', 'Print...', and 'Send To'. The 'Print...' option is highlighted. On the left, the 'Variation: Fund' list includes various fund codes like 1960100, 1963000, ETE0000, etc. The main table displays a trial balance with columns for 'Debit' and 'Credit'. The bottom taskbar shows the 'Office integration icon' (a grid icon) highlighted, along with other application icons like 'Start', 'Reporting', 'Instructional', and 'Trial Bal...'. The system clock indicates 3:03 PM.

Trial Balance

Variation: Characteristics

- Period
- Fund

Variation: Fund

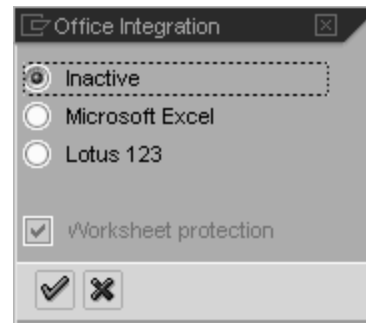
- * Fund group
 - 1960100 1960100
 - 1963000 1963000
 - ETE0000 ETE0000
 - ETE0100 ETE0100
 - ETE1500 ETE1500
 - ETE2000 ETE2000
 - ETE2700 ETE2700
 - FTE7300 FTE7300
 - KBG38AA KBG38AA
 - KBH4301 KBH4301
 - KBH4302 KBH4302
 - KBH4303 KBH4303
 - KBH5430 KBH5430

File Edit View Insert Format Tools Data Window Help

- New... Ctrl+N
- Open... Ctrl+O
- Close & Return to ReportWriter (1)
- Update Ctrl+S
- Save Copy As...
- Save as Web Page...
- Save Workspace...
- Search...
- Web Page Preview
- Page Setup...
- Print Area
- Print Preview
- Print... Ctrl+P
- Send To

	Debit	Credit
001	199,344.87	(199,344.87)
	199,344.87	(199,344.87)
	2,544,376.29	(49,344.87)
Outgoing	187,723.38	(1,954,376.29)
Incoming	1,586,693.74	(98,344.87)
FT Outgoing	19,315.84	(5,344.87)
	4,338,109.25	(3,49,344.87)
ACCOUNT	111,802.84	
ACCOUNT	141,837.03	
	253,639.87	
	110,000.00	(110,000.00)
	1,291,555.70	(1,390,000.00)

Before you leave the transaction, go back to the Office integration icon



Select Inactive.

If you don't, the next time you try to run a Trial Balance it will default to Excel rather than the standard AASIS report